



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



Purpose

Dublin City University (DCU) 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 DCU Rooms (the trade name of Campus Residences DAC), 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 disability 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; or
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 45 rooms are available to students with disabilities – 20 allocated for 1st year students, 20 allocated for continuing students and 5 rooms for students on the Autism Spectrum.

Of these, 3 are wheelchair accessible. Wheelchair accessible rooms will only be held by DCU Rooms until the 1st of 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.

All applicants with disabilities, and registered with the University's 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); or
- 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 DCU Rooms registration process at [this link](#) and tick the relevant box that reads:

I wish to apply as a student with a disability

All applicants will then be sent, by email, an additional form by DCU Rooms for completion and return. The completed form will provide DCU Rooms 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 DCU Rooms 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 DCU Rooms general lottery.

All applicants who are neither successful in their application through the priority scheme, or through the DCU Rooms 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 DLSS, and not by DCU Rooms. Additionally, applicants who are unsuccessful will be advised to contact the DLSS.



The DLSS in turn will notify DCU Rooms of any additions to this list. Applicants who miss deadlines will not be considered.

Offers Process

Residence offers will be made through DCU Rooms 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

Confidentiality

The Disability & Learning Support Service and DCU Rooms are committed to ensuring confidentiality at all times and adhere strictly to the University's [Contact with Third Parties Policy](#).

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, DCU Rooms will cover the cost up to & €500. Where more significant building modifications are required, the Disability & Learning Support Service will take responsibility for sourcing funding alternatives. Funding from DCU Rooms will be used for minor modifications only.

Contacts

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Policy Review

This policy will be reviewed by the Head of the Disability & Learning Support Service every three years, or when required.



Accessible Version

If you require a Word version of this document please [click here](#).

Version Control

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