



**POLICY ON THE  
ALLOCATION OF ON-CAMPUS ACCOMMODATION  
FOR STUDENTS WITH DISABILITIES  
(UNDERGRADUATE & POSTGRADUATE)**

Submitted by  
DCU Campus Residences Ltd.  
& Disability Service, DCU

Reviewed February 2008

*This policy has been reviewed and adapted from the previous November 2003 policy & is screen-reader compatible.*

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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 the commitment, DCU operates a priority scheme for applicants with disabilities applying to Campus Residences Limited, for on-campus accommodation

This 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 States Act 2000, disability is defined as:

- (a) the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body.
- (b) the presence in the body of organisms causing, or likely to cause, chronic disease or illness
- (c) the malfunction, malformation or disfigurement of a part of a person's body
- (d) a condition or malfunction, which results in a person learning differently from a person without the condition or malfunction
- (e) 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**

(undergraduates & postgraduates)

There are currently 980 rooms available for DCU Undergraduate students. Of this number 4.5% are available to students with disabilities. Of these, 14 are wheelchair accessible. Wheelchair accessible rooms will only be held by Campus Residence Ltd until 01<sup>st</sup> 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 being 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 this 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, Epilepsy, ME, 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 Ltd. "Undergraduate/Postgraduate Accommodation Application Form" online (<http://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 Service and have already submitted my medical documentation "

**OR**

"I have submitted my CAO Supplementary Information Form and give consent that the attached medical evidence can be shared with Campus Residence Ltd"

(Further information on CAO Supplementary Information form

<http://www.cao.ie/index.php?page=downloads>)

**If neither of these categories apply you need to contact the Disability Service (01)-7005927 or email: [disability.service@dcu.ie](mailto:disability.service@dcu.ie) by July 1<sup>st</sup>.**

Online application forms are available from Campus Residence Ltd. on the following dates:

- |                             |                         |
|-----------------------------|-------------------------|
| (i) CAO Applicants          | available from February |
| (ii) Current Undergraduates | available from February |
| (iii) Transfer Students     | available from February |
| (iv) Postgraduate Students  | available from February |

## **6.0 Assessment of Disability**

The Disability Service will review CAO Supplementary Information forms or Disability Registration form on an individual basis and submit recommendations to the Campus Residence Assessment Group. This group will be made up of DCU Disability Officer & a representative from Campus Residence Ltd.

## **7.0 Decision Process**

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

- |                      |        |
|----------------------|--------|
| (i) Current Students | April  |
| (ii) CAO applicants  | August |
| (iii) Postgraduates  | August |

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 source off-campus accommodation at this point.

Queries or complaints from students who are unsuccessful in their application will be dealt with solely by the DCU Disability Service, and not by Campus Residence Limited. Additionally, applicants who are unsuccessful will be advised to contact the Disability 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 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 01<sup>st</sup> 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 Ltd.

#### **8.0 Offers & Confirmation of Offers:**

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

- |                                       |                |
|---------------------------------------|----------------|
| I. CAO Applicants                     | Mid August     |
| II. Current Undergraduates            | April          |
| III. Transfer Students ( first years) | CAO Mid August |
| IV. Transfer Students ( other years)  | April          |
| V. Postgraduate Students              | August         |

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 Ltd to the Disability Service on the 31<sup>st</sup> August each year.

#### **9.0 Offers & Confirmation of Offers:**

For information on off-campus accommodation applicants can access the off campus list through Campus Residence Ltd.

#### **10.0 Confidentiality**

The Disability Service and Campus Residence Ltd. are committed to ensuring confidentiality at all time, and adheres strictly to the DCU's "Contact with Third Parties" policy ([www.dcu.ie/info/pdfs/tp/pdf](http://www.dcu.ie/info/pdfs/tp/pdf))

#### **11.0 Minor Building Modifications**

If a student requires any building modification to their room, the Disability Service will assess the request in relation to the student's disability. In cases where minor modifications are made, Campus Residence Ltd will cover the cost up to €500. Where more significant building modifications are required, the Disability Service in consultation with the Estates Office will take responsibility for sourcing funding alternatives. Funding from Campus Residence Ltd will be used for minor modifications only

**Campus Residence Assessment Group**

Judgement Form

1. APPLICANT ELIGIBILITY

OFFER

NO OFFER

2. If no offer, please state reason why:

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Signature: \_\_\_\_\_

Campus Residence Assessment Group

Signature: \_\_\_\_\_

Campus Residence Assessment Group

Date: \_\_\_\_\_