



Code of Practice for Students with Disabilities

Preamble:

University College Cork is committed to a policy of equal opportunity and welcomes applications from students with disabilities. The University makes every effort, where possible, to facilitate access and participation of students with disabilities in all aspects of college life. The Disability Act 2005, The Equal Status Acts 2000-2004 and The University Act 1997 make provision for a service provider, such as University College Cork, to prepare and implement a code of practice setting out what it is doing to promote the inclusion of students with disabilities.

The following Code of Practice is applicable to all students, who registered with the Disability Support Service. This Code of Practice is intended to promote a model for a high standard of service to students with disabilities. The University “will do all that is reasonable” (Equal Status Act 2000) to accommodate the needs of students with disabilities but the responsibility for learning lies with the student.



The purpose of this Code of Practice for University College Cork is twofold:

- To outline to students with disabilities their rights and responsibilities in receiving reasonable accommodations in the University.
- To define the University's rights and responsibilities to students with disabilities, and the U.C.C. community.

For the purpose of this document and all University policies relating to students with disabilities, a reasonable accommodation might be any action that helps alleviate a substantial disadvantage. Making a reasonable accommodation might involve changing procedures, modifying the delivery of the course taken, providing additional services (e.g. examination arrangements, materials in large print), or altering the physical environment.

Every student with a disability/specific learning difficulty has the right to:

- Equitable access to courses, services, activities and facilities throughout the University in as far as is reasonably possible.
- Reasonable and appropriate accommodations, academic adjustments, and/or additional services determined on a case-by-case basis and in accordance with the individual's certified disability/specific learning difficulty to access the learning environment.
- Appropriate confidentiality of disability records (files) and that disclosure of information will only happen with the student's written consent.
- Information reasonably available in accessible formats.
- Be treated with dignity and respect.

Every student with a disability/specific learning difficulty has the responsibility to:

- Register with the Disability Support Service and identify themselves in a timely manner when seeking an accommodation.
- Provide documentation from a Consultant/Educational Psychologist that verifies the nature of the disability/learning difficulty.
- Follow Disability Support Service and University procedures if they wish to obtain reasonable accommodations. This includes signing the code of practice and consenting to release of information.
- Follow specific procedures for obtaining reasonable accommodations, such as:
 - ✓ Academic Adjustments
 - ✓ Applications to the ESF fund
 - ✓ Access to Educational Support Worker services
 - ✓ Requesting alternative examination accommodations for in class and end of year exams.
- Attend all lectures/tutorials.
- Complete all course work.
- Identify himself or herself to teaching staff.
- Link with Careers Advisor at DSS for advice and guidance re placement implications on grounds of disability
- Treat staff at the D.S.S. with dignity and respect.

Note: If due to unforeseen circumstances a student cannot comply with approved arrangements, contact must be made with the Disability Support Service Immediately.

The University has the right to:

- Maintain academic standards.
- Request an ‘Evidence of Disability Form’ completed by an appropriate Consultant/Educational Psychologist to verify the need for reasonable accommodations and/or auxiliary aids.
<http://www.ucc.ie/en/dss/PoliciesProcedures/>
- Discuss a student's need for reasonable accommodations with the Consultant/Educational Psychologist if necessary.
- Deny a request for reasonable accommodation if the documentation does not identify a specific disability and/or functional limitation, if it fails to verify the need for the requested services.
- Refuse to provide a reasonable accommodation that is inappropriate or unreasonable, including any that: pose a direct threat to the health or safety of student and others, constitute a substantial change or alteration to an essential element of a course or programme, or pose undue financial or administrative hardship on the University.

The University has the responsibility to:

- Ensure that programmes, services, activities, and facilities are delivered in the most integrated and accessible format.
- Direct students with disabilities to information regarding University policies and procedures and ensure that it is available in accessible formats.
- Provide reasonable and appropriate accommodations and/or auxiliary aids for students with disabilities upon a timely request by a student.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except where the disclosure is authorised by the student.



More specifically, the Disability Support Service personnel have the responsibility to:

- Assist students with disabilities to self-identify and meet the University's criteria for eligibility to receive reasonable accommodations determined on a case-by-case basis.
- Assure confidentiality (subject to the student signing the disclosure of information form) of all information pertaining to a student's disability.
- Identify students with disabilities who may need information on Personal Emergency Evacuation Plan (PEEP).

University Policy on confidentiality for students with disabilities

Disclosure will not result in exclusionary practices but rather will alert the University to any shortcomings which may exist within the system.

Disclosing your disability means that you will be assisted in accessing a wide range of supports provided by the University which can help you achieve your academic goals in an inclusive learning environment. However, the choice of whether or not to disclose is entirely up to you. The University recognizes the importance of confidentiality with regard to disability and each student's individuality is respected and services are provided accordingly.

The University is constantly working towards a philosophy of inclusion, ensuring that policies, practices and procedures are, as far as possible, equally accessible and inclusive of people with disabilities. Any documentation or information presented in disclosing a disability is held by the Disability Support



Service and specific medical or other documentation will only be disclosed on the consent of the student.

The Data Protection Acts 1998-2003:

To maintain compliance with this Act, informed signed consent from individual students is sought before information about their learning, teaching and assessment needs is sent to appropriate staff. Students will be informed by the Disability Support Service of who is to receive this information and what it will contain.

Dealing with Disability Support Service Complaints:

If students are unhappy with decisions made by Disability Support Service staff or with service delivery the following mechanisms are in place to deal with complaint(s):

In the first instance discuss the complaint with the Disability Support Service staff member; if this is not satisfactorily dealt with; please follow the procedure outlined in the Student Disability Service Complaints Procedure.

<http://www.ucc.ie/en/dss/PoliciesProcedures/>

Misconduct:

Dealing with complaints under the Disability Act 2005:

Section 38 of the Disability Act 2005 enables any person by his/herself or through any person defined under Section 9 (2) of the Act to make a complaint in writing to the President of University College Cork in relation to the failure of the University to comply with Sections 25, 26, 27, 28 or 29 of the Act.

Further details on this Complaints procedure can be found at

<http://www.ucc.ie/en/dss/Documents/ComplaintsProcedure/>

Declaration of Understanding of Code of Practice and Consent to Release Information

Please sign and date below if you agree with the disclosure of this information on these conditions. Please tick the boxes as appropriate. **Private and Confidential**

I request additional supports from UCC DSS and I understand my rights and responsibilities in relation to any such supports. Of the personal data contained in this form, DSS will ensure that only data which is appropriate and relevant for the provision of support will be disclosed. I agree that the DSS can send information on my personal details (e.g. name, student number), the nature of disability, the academic and supports required to the following departments/support services - please tick

Yes	No	College Service	Type of Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	Academic Department	Learning Education Needs Summary
<input type="checkbox"/>	<input type="checkbox"/>	Examinations Office	Name, student number, disability and exam accommodations
<input type="checkbox"/>	<input type="checkbox"/>	Placement Co-ordinator	Learning Education Needs Summary
<input type="checkbox"/>	<input type="checkbox"/>	Student Health Service	Name, disability, student number
<input type="checkbox"/>	<input type="checkbox"/>	Student Counselling and Development	Name, student number
<input type="checkbox"/>	<input type="checkbox"/>	Accommodations	Name, disability

I understand that my personal details and documentation will be retained in accordance with FOI and the Data Protection Act.

I understand that data may be used for the purposes of research but that all personal details will remain anonymous **Yes** **No**

I must attend a meeting with my Disability Advisor to review my Learning Educational Needs Summary at the beginning of each academic year: **Yes** **No**

Non-disclosure of information: Please note that if you have ticked 'No' in any of the above boxes, you may not be able to receive those reasonable accommodations that require disclosure of information.

Student Name (BLOCK CAPITALS)

Student Number

Student Signature _____

Date: _____

Disability Advisor Signature:

Date: