Tips for UCD Students - Physical Disability

Managing third level effectively with any disability involves the use of a number of available services and tools. It is also very important that each individual student **takes responsibility for their own academic career at UCD**.

The aim of the UCD Access & Lifelong Learning (ALL) is to allow all students receiving Disability Support to **become independent learners** so they can develop the skills expected of successful graduates to bring into the workplace. The following guidelines are designed to help you to reach that goal.

Communication

- UCD encourages any student with a physical disability to **communicate with UCD ALL** in order to receive the necessary supports to manage your student role.
- You will be required to provide appropriate [Evidence of Disability](#) and **attend a Needs Assessment**, where the appropriate classroom and exam accommodations will be discussed.
- After completing the Needs Assessment, you will be provided with a **Certificate of Disability Support** which outlines the supports you are availing of in UCD. You are encouraged to **send this Certificate to your Module Coordinators/lecturers/tutors** to inform them about necessary classroom supports and to request exam accommodation for in-trimester exams, in-class tests or locally arranged exams.
- You have the option to put **'Mobility Difficulty Awareness'** on your Certificate as a way of disclosing to Module Coordinators/lecturers if you would find this helpful.

Exam Accommodations

- The **exam supports available to students for end-of-trimester exams** will be discussed during the Needs Assessment (you may still use exam supports for **in-trimester exams but must request them from Module Coordinators directly**).
- These supports are based on **national guidelines**. Hence, certain supports may not be appropriate for everyone with a physical disability. Examples of exam supports include:

10 minutes extra time per hour	Alternative exam venue	Use of a computer	Mobility difficulty awareness

Assistive Technology

- Assistive Technology is **software and/or devices that can help students manage their day-to-day tasks** in UCD. Assistive Technology is usually discussed at the Needs Assessment.

Example Assistive Technology:

Technology	Description
Recording Tools	**LiveScribe Smartpen** – pen with built-in recorder. Synchronizes notes with audio recording, you can click on any part of the notes to play back the audio recording from class. **Audio Note**taker – computer software which allows you to take notes and record audio in the same place. You can colour code material and upload PowerPoint slides.
Voice Recognition / Dictation Software	Software used to dictate essays or assignments. As you speak, text appears on the screen. This can also be used with a handheld Dictaphone. Dictation features can be found in both **Google Docs** and **Microsoft Word**.
Download Notes in an Alternative Format	You may wish to study your notes using an alternative format (e.g. PDF, audio file, HTML etc). You can download files from Brightspace in an alternative format using **Brightspace Ally**. You can also convert files into an alternative format using **SensusAccess**.

'ALL Student Supports' Brightspace Module

- UCD ALL hosts a range of resources on the Brightspace module called **'ALL Student Supports'**. This module is available to all UCD Students. Resources include **interactive academic skills & wellbeing workshops** as well as **resources for managing online learning.**
- UCD ALL hosts **live free Academic Skills & Wellbeing workshops** each trimester to help students learn the necessary skills to succeed in UCD. More information can be found on our website.
- Examples of workshop topics include note-taking, stress management, avoiding procrastination, time management, digital skills, group work, mind mapping, writing & researching and self-care.

Use of a Personal Assistant

- Some students with a physical disability may require the use of a Personal Assistant (PA).
- PAs assist students with **academic life** only (e.g. taking notes in class or travelling between classes with students). PAs will not contribute to the class unless they are **assisting the student to make their contribution.**

Campus Accessibility

- UCD ALL liaises with **Buildings and Services** to ensure that lectures are scheduled in an accessible venue, when there is a wheelchair user registered to take the module.
- If you have any issues with accessibility on campus, please contact disability@ucd.ie as soon as possible so we may assist you.

Campus Accommodation for students with Physical or Sensory Disabilities

- UCD Residences make a limited number of **accessible rooms** available for students who have a physical and/or sensory disability who require the adapted features of the room or who would find it difficult to commute to college.
- Students requiring an accessible room should apply for a room through UCD Residences.

Support Services available to all UCD Students

Service	Purpose
Writing Centre	Free 1:1 support and workshops for academic writing.
Maths Support Centre	Free 1:1 and small group support in Level 0, 1, and 2 Maths modules in any programme.
Student Counselling Service	Free and confidential service staffed by professionally qualified psychologists and counsellors to help students deal with personal issues affecting happiness, well-being, relationships, capacity to cope or learning.
Programme Office	Support for queries relating to your programme.
Student Adviser	Support for academic, social, personal or financial issues you may have during your course.

Useful Online Resources

- Managing College and Life video
- AHEAD

Please contact disability@ucd.ie at any time if you have questions!

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