

## Reasonable Accommodation Policy (ED-Pol-084)

<b>Document Title</b>	Reasonable Accommodation Policy
<b>Document Number</b>	ED-Pol-084
<b>Version</b>	1.0
<b>Department</b>	Professional Affairs
<b>Owner/Responsible for Implementation</b>	Head of Professional Affairs
<b>Approving Body</b>	Academic Board
<b>Effective date:</b>	February 2021
<b>Next Review date:</b>	February 2024
<b>Related Documents</b>	ED-Pol-082 – Learner Supports Policy ED-Pol-071 – Appeals Policy ED-F-085 – Reasonable Accommodation Application Form

## 1. Purpose

The purpose of this policy is to provide a statement of commitment by RCPI to ensuring equality of opportunity to prospective and enrolled learners interested or engaged in an Education Programme provided by RCPI. It also provides guidance on the provision of reasonable accommodation for disability to ensure RCPI fulfils its responsibilities in this area.

## 2. Scope

This policy applies to learners with a disability or long-term illness whether they be present on registration with programme or if they arise during the course of study. It is relevant to all Education Programmes provided by RCPI.

## 3. Responsibilities

It is the responsibility of the Head of Professional Affairs to ensure this policy is implemented.

## 4. Reasonable Accommodation - Guiding Principles

4.1 It is the policy of RCPI to accept all applications for entry to its programmes, regardless of any disability or long term illness and ensure that they are treated in a fair and equal manner.

4.2 RCPI will review the applications with a view to identifying and arranging a suitable and reasonable accommodation for the individual need.

4.3 RCPI will endeavour to alleviate the impact of a disability on academic performance, while also ensuring (in the interest of fairness to all learners) that no advantage is afforded by the reasonable accommodation.

4.4 RCPI will treat any information submitted in relation to a request for Reasonable Accommodation with due respect to right to privacy of the individual in accordance with the GDPR.

## 5. Applying for Reasonable Accommodation

5.1 Applicants are requested to advise RCPI of any disability, at the time of application or as they arise during studies. This can be done by contacting RCPI in person or through the [Reasonable Accommodation Application Form \(ED-F-085\)](#)

5.2 Applicants must submit the completed [Reasonable Accommodation Application Form \(ED-F-085\)](#) to the Programme Coordinator, detailing the impact of the disability on their learning or demonstration of learning and attaching a verifiable statement of their disability from an appropriate professional.

5.3 Reasonable Accommodation will not normally be applied retrospectively for the programme.

## 6. Assessment and Outcome of a Reasonable Accommodations Application

- 6.1 The Student Support Officer will review the application and discuss with the Programme Coordinator and the Programme Lead where appropriate.
- 6.2 The Programme Lead may, subject to consent from the applicant, discuss the application with a relevant competent professional.
- 6.3 The Programme Lead will make a recommendation, which once approved by the Academic Board will be communicated to the applicant.
- 6.4 Where an applicant is not satisfied with the outcome of the Reasonable Accommodation review, they may appeal the decision through the [Appeals Policy \(ED-Pol-071\)](#)

## 7. Reference Documents

ENQA (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) –

[https://enga.eu/wp-content/uploads/2015/11/ESG\\_2015.pdf](https://enga.eu/wp-content/uploads/2015/11/ESG_2015.pdf)

Equal Status Act (2000)

<http://www.irishstatutebook.ie/eli/2000/act/8/enacted/en/html>

Quality Qualifications Ireland (2016) Core Statutory Quality Assurance Guidelines –

<https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>