

## **Guidance Notes for Part Time Applicants**

### **Section 1 - Personal Details**

#### **Previous Name**

**If you have changed your name by marriage or otherwise, state your previous surname or family name.**

### **Section 2 - Disability / Special Needs**

**Staffordshire University welcomes students with disabilities, and we will try to meet your needs wherever we reasonably can. The information you give on the application will help us do this. We will also use this to monitor progress in equal opportunities in higher education. If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please select the most appropriate code from the list. If you do not have a disability, special needs or a medical condition, select '0 None'. If you do not want to give this information now, you should select '0 None'. However, you should tell us as soon as possible.**

#### **Disability, special needs or medical condition codes**

- 0 None.
- 1 You have a specific learning difficulty (for example, dyslexia)
- 2 You are blind or partially sighted
- 3 You are deaf or hard of hearing
- 4 You use a wheelchair or have mobility difficulties
- T You have Autistic Spectrum Disorder or Asperger Syndrome
- 6 You have mental health difficulties
- 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition
- 8 You have two or more of the above
- 9 You have a disability, special need or medical condition that is not listed above

**Case Studies. These case studies were written by disabled students while they were studying at university or college and refer to each of the disability codes above. If you have a disability you may find them useful.**

**0 None. If you are concerned about disclosing your disability in your application, don't be. Generally, early disclosure will help support to be put in place for you. When applying, students often wonder if they should put their disability down in their application. My advice is do. And be positive about what it has brought to your life. It will have given you skills that other students applying will not have.**

**1 Specific learning difficulty (eg dyslexia). Specific learning difficulties are conditions such as dyslexia (very generally, difficulties in reading,**

writing or spelling), dyspraxia (generally difficulties in planning what to do and how to do it) or dyscalculia (mathematical difficulties). Support can come in many different ways. I used a separate room for exams along with extra time, tutors gave me handouts on blue paper, I used a Dictaphone to help put information into my long-term memory and I used a green or a blue overlay to help with other notes.

**2 Blind or partially sighted.** At university I used a portable Braille note-taker and screen-reading software to help me use the computers. I also had access to a support worker who would help me to use the internet and printed material.

**3 Deaf or hard of hearing.** I went to the university to discuss my support before I started. I needed an interpreter for my lectures and a notetaker and SpeedText for some of my lectures in case my interpreter was ill. I asked about having some language support to help me with my grammar. As I was going to go on field trips, I needed an interpreter to come with me. I was provided with equipment for my accommodation too, a shake-awake alarm clock, a vibrating fire alarm, a Minicom, a laptop and a printer.

**4 Wheelchair or mobility difficulties.** I have a support worker who helps me around campus and takes notes. I have two personal assistants who help me out in halls and my social life. I also have a computer in my room which allows me to work at my own pace. One issue was getting to class on time as it's often miles from the lift but all the lecturers have been understanding and have moved to a room nearer the lift when they can.

**T Autistic spectrum disorder.** After I discussed my disability, my tutors had training on the difficulties that people with Asperger Syndrome can have, and they made sure that I understood things that were discussed in group sessions. I was able to go into University before term started to get used to the site, and the staff in the disability office made sure that there was a member of staff I could contact if I had any worries. One of the difficulties I have is when routine changes, like at exam time, so I need lots of preparation for this, which my tutors and the disability office helped me with.

**6 Mental health difficulties.** I first decided not to disclose my disability because having to tick the mental disorder box in an application is not an easy thing to do! However, I reconsidered my decision this year and have made the university aware of my disability. I was pleased to know that this will stay highly confidential on my medical report. My university will provide me with extra time for sitting exams and I was told that my lecturers will take my situation into account.

**7 Unseen disability.** I have epilepsy, with frequent seizures and I can find it hard to use my limbs. I have a notetaker, personal computer and some help with living, eg cooking. The best advice I can give to new students

entering university is to get as much information as possible and all the help you need.

**8 Two or more of the above.** In my application I had to indicate my needs which I did as I have dyslexia and low hearing, I have a laptop computer with speech text and read and write software. I use mind-mapping software to plan all my ideas before I start an essay.

**9 Not listed.** I have eczema, asthma, hay fever, multiple allergies and a weak immune system. My personal tutor and I meet termly, she sends work home to me via e-mail when I'm sick and can't attend classes and I have a computer so that when my eczema is bad and I have problems writing, I can work at home. I have adjustments to my room for my medical needs and I can get extra time for my coursework if I need it.

To help us prepare for you, please explain in the box provided if you will need any facilities or support as a result of your disability or special needs. This might include adapted accommodation, extra equipment, readers or interpreters or extra time to complete your course. If you do not know what facilities or support you need, you should contact the Disability Advisory Service on 01782 294977. You could also visit them to make sure you are happy with our facilities. We may also ask you for more details to help us plan for you. We will explain to you how we will keep any information you give us confidential. You can find out more about access and facilities for students with disabilities from our website and prospectuses and disability statements.

You may be able to get extra financial support or help with care. You may be eligible for support from a Disabled Students' Allowance (DSA). For more information contact the DfES if you live in England or Wales, SAAS if you live in Scotland or for those living in Northern Ireland. If you are applying for a course that is funded by an NHS bursary you should visit the NHS Student Grant Unit website. More information is available from Skill: National Bureau for Students with Disabilities.

You can contact them at  
Chapter House  
18-20 Crucifix Lane  
London  
SE1 3JW

Phone free on 0800 328 5050 (voice) or 0800 068 2422 (minicom) Monday – Thursday from 1.30 pm to 4.30 pm, email them on [info@skill.org.uk](mailto:info@skill.org.uk) or visit the [Skill website](#).

#### **Section 4 - Work Experience**

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside.

#### **Section 7 - Further information**

**Enter here any further information you may wish to offer in support of your application. Admissions tutors will be interested in your reasons for choosing the course(s) listed in Section 3, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying.**

#### **Section 8 - Additional needs**

**Please see notes under Section 2.**

#### **Section 9 - Criminal Convictions**

**To help us reduce the risk of harm or injury to our staff and students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant may have. If you have a relevant criminal conviction, please tick the box.**

**Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.**

**You must tick the box if either of the following statements applies to you:**

- You have a relevant criminal conviction that is not spent**
- You are serving a prison sentence for a relevant criminal conviction.**

**If you enter X in the box you will not be automatically excluded from the application process. However we will want to consider the application further or ask for more information before making a decision.**

**You should be aware that for courses in teaching, health, social work, veterinary medicine, veterinary science or courses involving work with children or vulnerable adults, any criminal convictions, including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders are exempt from the Rehabilitation of Offenders Act 1974. If you are applying for these courses, we will ask you to agree to have a criminal record check. You may also need an 'enhancement disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. This means that if the criminal record check identifies that you have had a conviction this information will be made available to us.**

**We will send you the appropriate documents to fill in.**

## **Agency details**

**England & Wales – Criminal Records Bureau [www.crb.gov.uk](http://www.crb.gov.uk)**

**By ticking the box, you will not be automatically excluded from the application process. However, we will want to consider the application further or ask for more information before making a decision.**

**If you are convicted of a relevant criminal offence after you have applied, you must tell us during the application cycle. We will require full details of the relevant criminal conviction. The information concerning your criminal convictions will be processed by the University for the purposes of assessing risk to safety and for making the admissions decision. It will be disclosed only to those persons within the University who are required to have access to it in the course of assessing such risk and making admissions decisions. It will not otherwise be disclosed to third parties outside of the University. Where the offer of a place is made, the University may withdraw that offer or cancel a place which has been accepted or terminate the registration of an individual who is subsequently discovered to have omitted or falsified information concerning relevant criminal convictions.**

## **Section 10 - Declaration**

**Applicants or their advisors who do not wish to disclose additional material information on the Application Form should alternatively do so, by writing direct to the institution. By way of example, ‘false information’ includes inaccurate or omitted examination results, and additional ‘material information’ includes criminal convictions of a serious nature, serious criminal charges awaiting trial and serious medical conditions.**

**Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of Staffordshire University, and by signing this form you are confirming your agreement to this.**

## **IMPORTANT NOTE**

**Staffordshire University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the institution interfere with its ability to provide such services, the institution undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The institution does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein. Should you become a student of the institution, this notice shall be a term of contract between you and the institution. Any offer of a place made to you by the institution is made on the basis that in accepting such an**

**offer you signify your consent to the incorporation of this notice as a term of any such contract**