My Derby Application Guide

1. Before you begin

Before you begin your application make sure you have:

- Your qualification details including grades and dates taken. You will have the opportunity to upload scanned copies of your qualification certificates/transcripts in the application. If you have no formal qualifications, you can also state this in your application to us.

- A scanned copy of your passport or other official photographic ID e.g. photo driving licence. This will help us verify your application to study with us. If you do not have any photo ID, we will accept a scanned copy of your birth certificate. International applicants can only provide a copy of their passport for visa assessment purposes.

- Your work experience – this is mandatory for you to provide and could be in the form of a CV which you can upload into your application or you can provide the company names and addresses of your employers (maximum of 3) together with the name of the NHS Trust you work for (if applicable).

- A personal statement showing your interest for the course/subject. This is a mandatory requirement and you will be able to upload it into your application. You may want to include your reasons for applying for the course, your experience in the field, how you feel you would benefit from studying and relevant information about your previous studies. You could also tell us about your non-academic experiences such as hobbies, interests, participation in any clubs, societies or voluntary work.

- A relevant reference for the course you have applied for. The reference should be in written format and supplied on company headed paper, signed and dated from either a manager, supervisor, tutor or teacher.

If you need to supply two references, this usually means you need to provide one academic reference from any recent study and one employer reference.

2. About the Application

In order to commence your application you will firstly need to find your course using the link to the LBR modules on our LBR homepage (http://www.derby.ac.uk/health/lbr/). Once you are on the webpage for the
module you wish to apply for, scroll down to the ‘How to Apply’ section which will inform you which application route you need to take.

As part of the application process you will be asked to create an account or log-in if you already have one. You will then be directed through a simple 5 stage process to complete your application.

Look out for the ‘I’ symbol next to some questions where we have provided some helpful information to assist you in completing your application. Please ensure you click on “Save and Continue” to ensure your data is saved at each stage.

3. Further information we ask you

Disabilities and Learning Differences
As part of your application, we ask that you inform us about any long-term health condition, disability or specific learning difference. Your application will be handled in the same way irrespectively, but this information will help us assess any support needs you may have. The University will treat your information confidentially.

We have further explained some of the listed disabilities to help you select the most appropriate condition:

- Long standing Illness e.g. cancer, HIV, diabetes, chronic heart disease or epilepsy
- Mental Health Condition e.g. depression, schizophrenia or anxiety disorder
- Physical or Mobility Issues e.g. difficulty using your arms, using a wheelchair or crutches
- Blind or serious visual impairment which is uncorrected by glasses
- Specific Learning Disability e.g. dyslexia, dyspraxia or AD(H)D
- Social/Communication impairment e.g. Asperger’s syndrome / other autism spectrum disorder

Care Leaver
If you have lived in care, either with foster carers or in a children’s home, we encourage you to tell us so that we can let you know of any additional support you could be entitled to. The University will treat your information confidentially.

Criminal Convictions / Cautions
The University of Derby seeks to admit the widest range of students who may benefit from our courses, seeing value in a broad range of talents, backgrounds and opportunities. We are aware of our responsibility both to consider the needs of each applicant, ensuring you can receive the support you require, and also protect and support the community within the university.

We ask that you declare any relevant ‘unspent’ criminal convictions/cautions. Whilst some criminal convictions are ‘spent’ (forgotten) after a certain period
according to the offence, other offences are never spent and these should be declared. For independent guidance you can contact Unlock or Nacro so that you are not disclosing any information we do not need to know.

Please note, courses which involve working with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974 which means ‘spent’ rules normally do not apply. If you are offered a place for courses of this nature, in order for you to enrol you will be required to obtain University clearance following completion of an Enhanced Disclosure & Barring Service certificate.

The University will treat your information confidentially.

4. Further Information on our Admission Processes and Policies

If you would like to see further information on our policies and procedures for admissions, please follow this link

Contact us
To contact your admissions team please go to our webpage
www.derby.ac.uk/health/lbr/