**S-DI-FT Form (09/22)**

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|  |  **Confidential**  |

**Application for Support Services and Special Examination Arrangements**

**for Students with Disabilities or Special Educational Needs**

The University is committed to supporting students with disabilities or special educational needs in pursuit of their further studies.

To process your application early, online application is highly recommended.

Should you fill in this printed form, please return the completed form to the Student Affairs Office (Room C0512, 5/F, Kwok Tak Seng Building (Block C), Main Campus). Any other forms of submission (e.g. email) will NOT be processed.

***All personal information will be kept in strict confidence.***

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| **Section A: Personal Particulars *(\* Delete as appropriate)*** |
| Name (Mr/Miss/Ms\*) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Student No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ English Name (Chinese name) Telephone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Year of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Programme of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact person in case of emergency:Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mode of Study: \*Full-time/ Part-timePlease tick the box below which is relevant to your circumstances:❑ I submit this application for the first time❑ I have submitted this application before and there are updates on my situation and/ or special requirement |
| **Section B: Nature of Disabilities or Special Educational Needs (Please ☑ as appropriate)** |
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| ❑ Physical Disabilities❑ Wheelchair user❑ Non-wheelchair user | ❑ Autism Spectrum Disorder❑ Attention Deficit/ Hyperactivity Disorder (ADD/ADHD) |
| ❑ Visual Impairment ❑ Profound low vision to totally blind❑ Mild to severe low vision❑ Hearing Impairment❑ Profound hearing loss to stone deaf❑ Mild to severe hearing loss❑ Speech and Language Impairment |  ❑ Specific Learning Disabilities/ Dyslexia❑ Mental Illness❑ Depression❑ Anxiety disorders❑ Schizophrenia❑ Psychosis ❑ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ❑ Chronic Illness/ Visceral Disability | ❑ Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Section C: Application for special arrangements at HKMU**  |
| Please indicate your special arrangements that may be useful to your study and campus life at HKMU.

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|  | For staff only |
| 1. **Special examination arrangement:**
	* + - I do not require any special arrangement and I can attend the examination(s) at an ordinary examination centre.
			- Braille examination paper
			- Enlarged examination paper
			- Extra time allowance
			- Use of computer
			- Supervised breaks
			- Special room
			- Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\* For other learning and test arrangement below, students need to discuss with lecturers accordingly as the test date in each course would be different.*** |  |
| 1. **Special lecture accommodation:**
	* + - I do not require special lecture accommodation
			- Assistance in forming groups
			- Lecture attendance allowance
			- Lecture materials prior to the class
			- Lecture recording (audio/ video)
			- Softcopy of the course materials
			- Printed scripts of video programme for the course
			- Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 1. **Other learning accommodation:**
	* + - I do not require special learning accommodation
			- Special furniture setting for classes, tests and examinations
			- Carpark space (applicable for student with impaired mobility)
			- Learning aids and equipment loan services
				* Wireless System for Hearing Aid Equipment
				* Handytech Actilino Notetaker
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Section D: Details of Supporting Document** |
| Please specify your supporting document enclosed with this application form:**\*HKDSE candidate is required to submit the HKEAA accommodation letter with details of special arrangements*** HKEAA accommodation letter with details of special arrangements you received in HKDSE
* Accommodation letter from your home university/ secondary school with details of special arrangements you received
* Psychologist’s report
* Letter from medical practitioner
* Statement of special educational needs
* Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Section F: Declaration** |
| **I hereby authorize and request the Student Affairs Office of Hong Kong Metropolitan University to:**1. Release my relevant personal information to my School, Departments, the Examinations Office, and/or other university units for service arrangement.
2. Obtain my relevant personal information from the author of supporting document, previous school, my School, Departments, the Examinations Office, and/or other university units on matters related to my service request.
3. Register with the Support Services provided by Student Affairs Office;
4. For statistical and research purposes without the disclosure of personal information;
5. The provided personal data will be deleted 7 years after service termination.

**I understand that all information will be kept at confidential unless**1. The safety of me/ others is in jeopardy and stepped up monitoring is needs for life protection purposes; and/or
2. Legal responsibility is involved
* **I agree and confirm the above Declarations, and confirm that I have read the Important Notes.**

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| Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Important Notes**
**1)** The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University.  You have the right to request access to and correction of your personal data.  If you wish to do so, please contact the Student Affairs Office.

**2) Application Deadline**
Please submit the completed form within 3 weeks after the start of the term. All applications will be sent to responsible office(s) for handling after deadline of submission. Late application may not be processed, or the desired services may not be provided on time as expected.

**3) Support Services**
**3.1) Assessment for Support Services**

* Assessment of the student's need for a special service will be based primarily on the information provided in this form (and the documents attached which certify the student’s disability or special educational needs).
* The University will try to provide the required services according to individual circumstances. However, it may not be able to do so if there are insufficient resources and other constraints.
* Students may be required to submit further supporting document if necessary.

**3.2) Carpark spaces (applicable for student with impaired mobility)**
Student with impaired mobility may apply for carpark space during their studies at HKMU.

**4) Special Examination Arrangements**

* Regarding special examination arrangements, reply from the Registry will be made within 1 month before the examination period.
* Students are strongly recommended to read the Courses Supplement, Course Material and related information and consult the Course Coordinator to understand the course requirements including the tutorial arrangements, formats of any assignments and examinations before they register for the course concerned.  Students with disabilities or special educational needs should consider their individual needs and apply for special arrangements if these arrangements are essential for their study and/or examination.
* Students with disabilities or special educational needs who require special arrangements to sit the examination(s) should complete this form.  The University will try to make the necessary arrangements whenever possible.  Applications should be submitted to the Registry together with supporting evidence.  To facilitate the processing of application, please state the arrangements required.
* If your circumstances remain unchanged and the same examination arrangements are to be made, you need not submit a new application. However, if a change in the examination arrangements is deemed necessary because of the specific course requirements or other reasons, you are required to attach the relevant and acceptable supporting evidence to your application, e.g. detailed medical report.
* If there is any change in your circumstances during your study period, you should notify the Registry and submit a new application together with the latest relevant supporting evidence as soon as possible.  The University will consider on a case-by-case basis whether the special examination arrangements can be made for you in the coming examination(s).
* Any late applications and/or late submission of supporting evidence may prevent the University from making the necessary arrangements for you to take the examination(s).
* Special examination arrangement may NOT be considered if students are not able to achieve an overall continuous assessment score (OCAS) of 31 or above.
* If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf.  You must however enclose a letter of authorization stating the name and HKID number of that authorized person.  Please note that you or your agent have to follow the procedures and deadline as specified by the University.

**5) Enquiries**

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| **Enquiries** | **Contact** | **Phone** | **Fax** | **Email** |
| Individual Course Coordinator | Class Scheduling & Tutors Team | 2768-6677 | 2789-2725 | regcsat@hkmu.edu.hk  |
| Support Services | Student Affairs Office | 2768-6059 | 2712-2301 | sao\_sen@hkmu.edu.hk |
| Special Examination Arrangements | Examinations & Assessment Team | 2768-6688 | 8148-3378 | regexam@hkmu.edu.hk |