

THE UNIVERSITY OF SUSSEX

ADMISSIONS PROCEDURES; VISITING AND EXCHANGE STUDENTS

The University welcomes applications from candidates with disabilities and other special needs.

There is a section on the V&E application form which requests details of any special needs or disability together with details of any support required. When an applicant provides us with information in this section, those details will be forwarded to the Student Support Unit who will contact the applicant about their needs and seek medical reports or further information of any special requirements such as accommodation or study needs, and will liaise with other University services, e.g. the Housing Office as necessary. Depending on the timing of the application, the ISAO will usually await a report from the Student Support Unit before passing a copy of the report and the student's application onto the selector for decision on admission. However, when the time available is limited (i.e. for January applications), the ISAO will not delay the normal admissions procedure but will send the application form to the selector for academic decision on admission before receiving a report on the student's special needs and/or disability from the Student Support Unit.

Please note that the School should not contact the applicant until they have seen a copy of the Student Support Unit's report and on no account should the applicant be given an indication of an offer until all the special needs procedures have been carried out.

It is the responsibility of the selector to decide whether or not to admit the applicant, although all applications should be considered according to the same academic criteria, regardless of other factors. Nevertheless, it is essential that the special needs procedure is followed as applicants need to be given advice on the facilities and support services available, which are often limited and/or have cost implications, so that if they are admitted they will have the support needed to complete their programme successfully. **In some cases the University will not be able to provide the facilities which the student requires or the student will not be medically fit to start their programme.** If an offer letter is issued, it should state that the offer is made in conjunction with information that has been provided to the student by the Student Support Unit about the support the University will be able to provide, or the limitations thereof (a copy of the Student Support Unit's report will be attached to the offer letter).

