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**UOW College Hong Kong   
Declaration Form for Students with Special Educational Needs (SEN)**

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| Please read the **Notes to Applicants** (Page 3) before completing this form. Please **TYPE** on the form.  The College is committed to providing equal educational opportunities for all students including those with Special Educational Needs (SEN). You may submit a declaration using this form so that suitable arrangements can be provided to facilitate your learning at the College. | | | | | | | |
| After completing the form, **please return it with assessment report(s) from medical professionals/health care providers or other supporting documents (e.g., an email from HKEAA showing your HKDSE special arrangements) to the College Office.** For special arrangements in examinations and assessments, this declaration form must reach the College Office before the end of Week 2 of the semester; otherwise, special arrangements will only be available in the next semester. | | | | | | | |
| Student’s Name: | Click or tap here to enter text. | |  | Student ID No.: | Click or tap here to enter text. |
| Contact Phone No.: | Click or tap here to enter text. | |  | E-mail Address: | @uowmail.edu.au |
| Programme of Study: | | Click or tap here to enter text. |  | Cohort (year admitted): | Choose an item. |
| Degree:  Bachelor Degree  Top-Up Degree  Associate Degree  Higher Diploma  Diploma | | | | | |
| Check ONE or more of the boxes below for the supporting document(s) you have attached to this form: | | | | | |
| Assessment report by medical professionals or health care providers E-mail / document from HKEAA showing your HKDSE special arrangement Other supporting documents to certify my special educational needs | | | | | |

1. What is the category of your SEN? (Please select the most suitable description)

Autism spectrum disorder (AU) 自閉症譜系障礙

Attention Deficit/Hyperactivity Disorder (DA) 專注力不足/過度活躍症

Hearing Impairment (HI) 聽覺殘障

Intellectual Disability (ID) 智力障礙

Mental Illness (MI) 精神病症

Physical Disability (PH) 肢體傷殘

Specific Learning Difficulties (including dyslexia) (SL) 特殊學習困難 (包括讀寫障礙)

Speech Impairment (SI) 言語障礙

Visceral Disability/Chronic Illness (VD) 器官殘障或長期病患

Visual Impairment (VI) 視覺殘障

Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you need special assistance for travelling to the campus? If yes, how is it arranged?

No  Yes Click or tap here to enter text.

3. Do you need special arrangements when attending lectures?

No  Yes Click or tap here to enter text.

4. Do you need assistance or special equipment in your studies and in completing course assignments?

No  Yes Click or tap here to enter text.

5. Do you envisage any activities in your study programme that you cannot attend, such as field trips and laboratory work?

No  Yes Click or tap here to enter text.

6. Do you need special arrangements for examinations? (Please check the appropriate box(es))

Taking the examinations in a separate room

Allowing extra examination time? Please specify: Click or tap here to enter text.

Providing additional or special equipment? Please specify: Click or tap here to enter text.

Allowing rest breaks (not to be counted in examination time)? Please specify: Click or tap here to enter text.

Others, please specify: Click or tap here to enter text.

**Declaration**

I hereby declare that the information provided in this form and the supporting documents is true and correct. If this application is successful, I agree that UOWCHK shall keep this information in my student record until I graduate. I also give consent to UOWCHK to disclose in a confidential manner any information supplied in this application to the academic and administrative units for considering arrangements to facilitate my study at the College.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap to enter a date.

Signature of Student Date

**FOR OFFICIAL USE ONLY**

Deans/Associate Deans of Faculties are requested to determine the adjustments to examination and test arrangements for the student making the declaration. Normally no extension is granted for continuous assessment tasks which are assigned some time (usually a few weeks) before a specified deadline.

Faculty administrative staff should follow the agreed procedures to inform the student, the Course Examiners, the Programme Leader and the Academic Registry. The arrangements will apply to all courses during the student’s study.

Special arrangements approved for the student:

Taking the examinations in a separate room

Allowing extra examination time? Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Providing additional or special equipment, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Allowing rest breaks (not to be counted in examination time) Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Dean/Associate Dean of Faculty Date

**UOW College Hong Kong (UOWCHK)**

**Students with Special Educational Needs (SEN) Declaration**

**Notes to Applicants**

The College is committed to providing equal educational opportunities for all students including those with Special Educational Needs (SEN). You may submit a declaration using this form so that suitable arrangements can be provided to facilitate your learning at the College. Please read the following carefully before completing the declaration form.

Supporting Documents Required

* To submit a declaration, you must provide supporting documents such as assessment report(s) by medical professionals/health providers or documents (e.g. email) from Hong Kong Examinations and Assessment Authority showing your HKDSE special arrangement(s).
* If you fail to provide complete and accurate information or the required and valid supporting documents, the College will be unable to process your application in a timely manner.
* All information and documents submitted must be authentic. If a student makes a false declaration, the College reserves the right to revoke any special arrangements granted and take appropriate further actions.
* All documents submitted to the College are non-returnable.

Application Deadline

* You should submit the application **by the end of Week 2 of the current semester (Semester A or B)**. For late applications, special arrangement(s) will only be provided in the next semester.

Application Procedures

* Bring the following documents in person to the College Office at:

UOW College Hong Kong, 1/F, 18 Che Kung Miu Road, Tai Wai, New Territories, Hong Kong

1. the completed declaration form
2. one copy of each of the supporting documents
3. your HKID Card or Student ID Card (for identification purpose only)

Application Result

* The Faculty may determine to provide special arrangements for your examinations and tests. However, normally no extension is granted for coursework assignments which are set some time (usually a few weeks) before a specified deadline.
* The Academic Registry will inform you of the result by the end of Week 5 of the current semester.

Personal Information Collection Statement

* The personal data collected from you in this form will be kept confidential. They will be disclosed or transferred to relevant academic and administrative units of the College for considering your application and/or planning necessary actions.
* After the application has been processed, the data will be entered into the student record system of the College.
* The documentation you submitted for this application will be destroyed when you complete your study at UOWCHK.

If you have any inquiries or concerns regarding the declaration, please contact the College Office at 2707-3111 for assistance.