

Offer holder checklist

September 2024 entry

Welcome offer holders.

You are about to start your journey to becoming a Qualified Teacher of the Deaf and a student at Manchester. We are very much looking forward to meeting you all face to face.

Before coming to us in September, and in the first few weeks after starting, there are some things that you may want to check you have completed. This list may be helpful for you to make sure that you are ready to start your studies with us. Feel free to download this and keep for your own records.

To Do	Completed (Y/N)	Date Completed
Before September Tasks		
Submitted application supporting documents: <ul style="list-style-type: none"> • Evidence of undergraduate honours degree • Evidence of QTS (this must include your TRN) • 2 x references • Self-declaration for DBS • Health questionnaire NB: All of these tasks must be done for you to have (and then accept) your unconditional offer		
If you have any communication/learning/health needs: <ul style="list-style-type: none"> • Included these in your health survey (this may be followed by an OH assessment) • Registered with DASS This section may not apply to all learners		
If you are a funded student (this may be employer funded or you may have a bursary)		

To Do	Completed (Y/N)	Date Completed
<p>you need to ensure that your sponsor has shared the information with the correct team so that an invoice can be created for payment and the paid fees, then applied to your student finance account</p> <ul style="list-style-type: none"> Your sponsor needs to send the letter to: tuitionfees@manchester.ac.uk. The letter must: <ul style="list-style-type: none"> Be on a letter headed paper Include the number of years that you are being sponsored for Include your route to completion (PGDip/MSc) and whether you are E-Blended/On-campus or Full time/Part time) Include the amount that you are being sponsored for 		
<p>Right to Study (RtS)</p> <p>You are required to complete a RtS check even if you are a home student. An automatic communication will be triggered to let you know when/how to complete this process.</p>		
<p>Made note of the required on-campus days</p> <p>NB: These will vary depending on your route to completion</p>		
<p>Booked accommodation for the required on-campus days</p> <p>NB: If you need to stay in Manchester for on-campus days you should book accommodation early. Manchester is a very busy city and hotels book quickly and can get very expensive. We are not able to support you with this but as a new student UoM send you lots of information on staying, eating etc in Manchester</p>		
<p>Created a realistic study plan</p> <p>NB: We recommend that you set aside 1 study day per week as a minimum</p>		

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Created a plan for teaching placement, for example, time off work, childcare etc NB: If you are employer funded, the first TP will be in the service that you are employed in		
September Tasks		
Finalised registration NB The deadline for this is 30th September		
Had an appointment with DASS and agreed a plan for study adjustments NB: This applies only if you have needs that require any adjustments/support		
Checked that you have access to the required units on BlackBoard (BB) NB: Year 1 students will only have access to year 1 units. Full time students will have access to year 1 and year 2 units		
Checked that you can receive and send emails from your UoM email address NB: Once you are a student with us, we will only communicate with you via this address. You should check your UoM emails at least twice weekly to ensure that you do not miss important announcements/updates/changes		
Completed the mandatory training (for example, Health & Safety) NB: You will find these in your programme space in BB but will also be directed to complete these by the programme team. You need to plan in time to complete these		
Complete the learning and skills audit checklist and identified areas of development (for example, academic writing)		
Engaged with My Learning Essentials: My Learning Essentials (The University of Manchester Library) NB: This should be bookmarked to give you ongoing support for your studies		
Read & bookmarked the Manchester Harvard Guide: Harvard Manchester Updated - Referencing guide at the University of Manchester - Subject guides at University of Manchester		

To Do	Completed (Y/N)	Date Completed
Read the programme handbook and familiarised yourself with the course requirements		
Added the assessment submission dates to your calendar		