Important Information – You must read this information regarding your interview invitation:

Frequently Asked Questions - Skype Interviews

What is Skype?
Skype is a free programme which allows you to make telephone calls over the internet using your Windows or Mac computer. For full information about Skype including how to use it please visit their website skype.com.

What do I need to do before my Skype interview?
It is important that you make the following preparations:

- Ensure that you are available for the interview which will be at the time indicated in your interview invite email. Please remember that the time of your interview will be in Greenwich Mean Time (or GMT+1 when British Summer Time is in effect).
- Confirm your attendance by clicking on the Booking Form link in your Invite to Interview email.
- Complete the Online Booking Form and provide your Skype ID and Telephone number as DMU will contact you for the interview.
- Ensure that you have access to Skype on your computer or device and that you have created an account on skype.com. If you do not have an account please read the ‘How to Register and use Skype’ document attached to the interview invite email.
- Check that your computer / device, webcam, microphone and speakers are working. It is advisable that you plan spare time the day before the interview to do this.
- Complete the Self - Declaration form (attached to the interview invite email). Scan the completed form & email to hlsadmissions@dmu.ac.uk
• If you have a learning difference which requires adjustments for your interview, please email the admissions team to declare this in order for us to make any required changes before the interview date.

What do I need to do on the day of my Skype interview?
On the day of your interview it is important that you do the following:

• Find a quiet room that you can solely use for your interview where you will not be interrupted with a computer or device that has a webcam, speakers and microphone. Again check they are working ahead of your interview timeslot.
• Ensure that you are logged in to Skype prior to your interview start time. If there is a connection failure, please be aware that we will try to contact you again. Please ensure that you are available for 15 minutes either side of your allocated timeslot to account for lateness and/or technical difficulties.
• Ensure your mobile phone fully charged or that you have access to a landline phone (in case of severe technical difficulties with Skype we may revert to a telephone interview or reschedule.)
• Check that you have your photo ID ready as your interviewer will ask to see this during the interview.
• Ensure you have a copy of your Personal Statement, a pen, paper and calculator.

What happens if I cannot attend the interview date given?
You need to answer NO on the online booking form and we will try and arrange for another date.
If it is short notice (after you have already confirmed your attendance) you must call or email the admissions team as soon as you can to advise us that you will not be able to attend.

If you contact us after the event and want to be rescheduled we will try to re-arrange another date. However, please be aware this may not always be possible, due to high applications for the course.

What happens if I don’t confirm my attendance for the interview?
If you do not submit your confirmation via the online booking form, we will assume you do not wish to attend the interview. If you log in on the day having
not confirmed your attendance, your interview slot will be reallocated to another candidate so you interviews will not take place.

If you are unable to attend but would like to be offered an alternative date, please contact us; HLSadmissions@dmu.ac.uk

What happens if I am late for my interview?
If you are late due to unforeseen circumstances we would ask that you call to advise us as soon as possible on the day and we will advise you on how to proceed. If you are over an hour late for your interview and have not let us know we will try to re-arrange another date. Please be aware this may not always be possible, and so your application may be withdrawn.
The phone number to call is +44 (0)116 257 7700.

What if I have changed my name/address/phone number/email address?
You must notify De Montfort University and UCAS either by letter or email. Our computer systems do not automatically update this information so informing both parties is vital. It is your responsibility to keep us informed of changes. We cannot be held responsible for misinformation being sent or emailed to you because your details are not correct.

When will I know if I have been successful in my interview?
We normally aim to inform you within a week of you having your interview, we will send you an email to confirm this and if you are a UCAS applicant your tracker will also be updated. We therefore encourage you to check your UCAS tracker regularly.

What will the Skype interview involve on the day?
Please read the 'Skype interview briefing sheet' document attached to your interview invite email for further information.

Will I be able to visit the campus, if I am made an offer?
We encourage all applicants to visit the DMU campus at one of the university wide open days. The open days enable you to meet academic staff, admissions staff and current students and talk to them about course queries and the facilities available to DMU students. If you would like to visit the campus, you can book a place at the next open day here.
Conditions of Offer

If you are successful after your interview, you will be made a conditional offer. All offers for NHS courses are conditional as applicants will need to meet both academic and non-academic requirements:

Disclosure Barring Service (further information)
As the course you are applying for is exempt from the Rehabilitation of Offenders Act 1974 you are required to undertake a criminal records disclosure as a condition of entry you’re your chosen course. Further details will be provided if you are made an offer following your interview.

Self-Declaration Form 1a (further information)
As a condition of entry onto your chosen course of study you are required to obtain satisfactory declaration clearance in accordance with the DMU admissions policy.

If you have previous spent or unspent convictions/cautions/restorative justice/bind over/street cautions/reprimands/fixed penalty notices and final warnings and any other incident which will not be filtered from your DBS certificate then you should declare it on this self-declaration form.

Further information regarding Criminal Records and declaration form clearance is available in the Admissions Policy online at dmu.ac.uk.

Occupational Health Check
As a condition of entry onto your chosen course of study you are required to obtain an occupational health check in order to be able to complete the placement elements of your course. You need to submit your completed form to DMU. Failure to submit within this set deadline may result in your place being withdrawn. Clearance must also be received from the University Hospitals of Leicester or your application will be deferred/withdrawn.

Further details will be provided if you are made an offer following your interview.
If you have any queries then please do not hesitate to contact us by email hlsadmissions@dmu.ac.uk or phone +44 (0) 116 257 7700.

Best wishes,

HLS Admissions Team
Health & Life Sciences
Student and Academic Services

DE MONTFORT UNIVERSITY
T: +44 (0) 116 257 7700
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THE LEICESTER SCHOOL OF NURSING AND MIDWIFERY

* We are committed to providing all items on the itinerary for your interview day. However, due to circumstances beyond our reasonable control, such as illness of a staff member or student, a change of interviewers, change of venue at the University, or a change of time on the day of interview, some last minute changes might be unavoidable. We seek to ensure that any changes made will not negatively impact on your interview day experiences.