

# UNIVERSITY OF LEEDS

## Undergraduate Admissions Policy

### 2012 Entry

The purpose of this document is to set out for all interested parties the position of the University of Leeds on key matters relating to recruitment and admission to our undergraduate programmes.

This policy was last reviewed on: June 2011

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**Section 1 Principles**

The University of Leeds is a research-intensive institution which creates, advances and disseminates knowledge. Our aim is to develop outstanding graduates and scholars who can make a major impact upon global society.

The University of Leeds is shaped by the values of academic excellence, community, professionalism, integrity and inclusiveness. The setting of high admissions standards plays a key role in maintaining academic excellence.

The University of Leeds is committed to providing a professional admissions service and to provide clear, fair and consistently applied policies and procedures. The University aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the academic life at a research-intensive university.

The University recognises that, in order to provide fair and equal access to all prospective students, it may need to demonstrate a flexible approach and, where appropriate make adjustments for individual applicants - for example, disabled applicants or applicants who have faced exceptional circumstances.

Eligible UK or EU students, whether full-time or part-time, will be able to apply for financial support from the government to help with tuition fees. Eligible UK, full-time students will also be able to apply for help with living costs. There are two types of help which you can apply for:

- Loans which you have to pay back
- Grants which you do not have to pay back

The University of Leeds is committed to encouraging students from all backgrounds, and we therefore have a comprehensive package of financial support which may also be available from us. We expect that one-in-three students will be eligible for financial help from us.

For further information on Financial Support, please visit  
<http://www.leeds.ac.uk/yourfinances>

Our policies and practice are driven by our belief that the life of the University is enriched by having a body of students which reflects the community at large and includes students from all parts of the UK, from other EU countries and from further overseas.

**Section 2 Context**

The University's admissions policies are consistent with the Quality Assurance Agency's Code of Practice on Recruitment and Admissions and comply with current law affecting the admission of students.

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Admissions policies and practice are also guided by the principles articulated within the Schwartz Report of the Admissions to Higher Education Steering Group 2004 (available at <http://www.admissions-review.org.uk/>)

### **Section 3 Governance**

#### **3.1 Role of Admissions and Widening Participation Committee**

Admissions policy at the University of Leeds at undergraduate level is overseen by the Admissions and Widening Participation Committee. The Admissions and Widening Participation Committee's terms of reference are broadly to:

- Promote fairness, consistency and transparency in the University's recruitment and admissions practices;
- Formulate University policies, regulations and procedures for the admission of both Home/EU and International students to undergraduate awards; to oversee the implementation and effectiveness of these; and to monitor compliance with relevant University Quality Assurance statements and external legislation;
- Monitor the quality of Home/EU and International student admissions and recruitment in the University, ensuring integrity and alignment of processes with the University's strategic aims and specifically its Widening Participation Strategy;
- Promote the dissemination of best practice in recruitment and admissions across the University, to identify development and training needs for admissions staff and to ensure that these needs are met.

#### **3.2 Role of Admissions Staff**

Admissions decisions at the University of Leeds are ultimately made by academic schools. A central Undergraduate Admissions Office coordinates the admissions process for students applying through UCAS and liaises directly with UCAS. In summary the Undergraduate Admissions Office has responsibility for:

- Managing the University's admissions procedure
- Monitoring applications and the decisions made by academic schools
- Advising applicants on UCAS procedures
- Liaising with UCAS
- Training and advising Admissions Tutors and disseminating relevant information

Academic schools, their Admissions Tutors and administrators have responsibility for:

- Determining entry criteria and selection procedures
- Providing accurate and relevant information for applicants and prospective applicants
- Assessing applications and making offers
- Communicating directly with applicants during the admissions process: for example, sending invitations for interviews or open days
- Running departmental and participating in University wide open days

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- Making reasonable local adjustments aimed at ensuring that individual disabled applicants have full access to the admissions process and to admissions-related events, including open days and interviews
- Monitoring admissions procedures and practice; ensuring fairness, consistency and compliance with the University's Undergraduate Admissions Policy

### 3.3 Training for Admissions Staff

All members of staff with responsibility for the admissions process are given appropriate guidance in order to fulfil their roles competently and in line with this policy. Structured guidance is given to academic schools from the University in light of any national or institutional changes to admissions policy or procedures. Ongoing counsel is provided to all admissions staff from the University's central Undergraduate Admissions Office and, for part-time students by the Lifelong Learning Centre.

### 3.4 Transparency

The University is committed to providing accurate and clear communication of information that will support students to make an informed decision about their course. The University requires academic schools to publish guideline entry requirements for all undergraduate programmes in all relevant communications, for example the University of Leeds Undergraduate Prospectus and a range of UCAS publications. Additionally the University requires academic schools to publish local level admissions policies, which support this main University policy and provide applicants with more detailed information about programme specific selection criteria and processes.

Information on the entry qualifications of applicants accepted in previous years and other statistical data may be found on the website [www.unistats.com](http://www.unistats.com).

### 3.5 Consistency

In order to ensure consistency and fairness, the general principles and procedures set out in this policy are followed by all academic schools. The University acknowledges that admissions processes will vary to some extent across subject areas depending on the nature of the programme. Any variations in process will be detailed in School Admissions Policies.

### 3.6 Monitoring

This policy is reviewed annually by the Admissions and Widening Participation Committee and, where appropriate, policies and procedures for the admission of students to undergraduate programmes may be revised in line with changes to the internal and external admissions environment.

The admissions policy and practice of academic schools is reviewed annually by Faculty Admissions and Widening Participation Committees who will make recommendations to the University of Leeds Admissions and Widening Participation Committee for approval.

## **Section 4 Admissions Requirements**

### **4.1 Selection Principles**

The University of Leeds endeavours to ensure that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

The selection criteria must treat all students fairly and not discriminate unlawfully because of marital or civil partnership status, gender, gender re-assignment or transsexual status, race (including colour, nationality, national origin or ethnic origin) disability, pregnancy and/or parental status, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

### **4.2 General Entrance Requirements**

Applications are assessed by admissions staff on the basis of information provided on the application form. All applicants are assessed as individuals and are given equal opportunity to demonstrate relevant skills and provide supporting information where required. In some cases the selection process may include other steps for example interviews, auditions or the submission of supplementary work in addition to the information provided on the application form. The criteria for assessment vary across different programmes and full detail will be provided in the relevant School Admissions Policy. Academic and non-academic entrance requirements are reviewed annually in line with the University's aim to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education on their chosen programme. Academic schools, their Admissions Tutors and administrators should demonstrate flexibility where appropriate in response to individual applicants requesting adjustments to assessment methods.

In order to comply with the requirements of relevant professional bodies, applicants to certain vocational or professional courses may be required to have registration with the Independent Safeguarding Authority, pass a Criminal Records Bureau check, or to demonstrate medical fitness to practise prior to being admitted. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

### **4.3 Qualifications**

#### **4.3.1 Minimum Requirements**

The University of Leeds considers applicants with a wide range of UK, European and International qualifications for admission to our undergraduate programmes.

For all courses applicants must have a minimum acceptable level of literacy (typically grade C or above in GCSE English or its equivalent) and numeracy (which varies from course to course).

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The typical minimum entry requirement for admission to an undergraduate degree programme at the University of Leeds is a pass in a combination of five subjects in GCSE/GCE 'A-Level' examinations including:

- At least grade A\*, A, B or C in English at GCSE or its equivalent, and
- At least two subjects at grade A\*-E in GCE A-Level' examinations or their equivalent.

Applicants must satisfy the particular requirements of the course to which they are applying, which may include specific grades in named subjects in GCE A or AS, or GCSE level examinations or in other named examinations.

Applicants who are uncertain about the requirements for a particular degree programme are advised to refer to the relevant School admissions policy and/or contact the University prior to making an application. The contact details for the Admissions Enquiries can be found at the end of this policy.

#### 4.3.2 Acceptable qualifications

The University of Leeds welcomes the increased breadth offered in post-16 qualifications. Each application will be considered individually while seeking to admit students with the potential to succeed on their chosen degree course. This may be demonstrated in a number of ways through different qualifications and combinations; however applicants are expected to have demonstrated the ability to study at a progressive and concentrated level.

Most applicants are taking GCE A Levels, usually four subjects in Y12 with at least two A2 subjects in Y13. Some academic schools at the University of Leeds do not accept General Studies or Critical Thinking A Levels. Where this is the case it will be clearly indicated within School Admissions Policies and detailed in our entrance requirements.

Functional Skills English may be accepted in lieu of GCSE English grade C by some academic schools. Students may be asked to submit a piece of written work which they have completed as part of this qualification.

The University welcomes applicants with other relevant level 3 qualifications such as Scottish Highers, Welsh Baccalaureate, International Baccalaureate, Access to Higher Education Diploma, BTEC, Advanced Diploma and the Cambridge Pre-U. Admissions staff will formulate offers on an equivalent basis with other level 3 qualifications. For details of our accepted qualifications see [www.leeds.ac.uk/acceptedqualifications](http://www.leeds.ac.uk/acceptedqualifications)

#### 4.3.3 English language requirements

Teaching, assessment and student support will normally take place in English, unless otherwise stated. Schools must be confident that the candidate has the proficiency in the English language necessary to succeed in the chosen course or programme.

All applicants will require an approved English Language qualification to gain entry to the University of Leeds if they have not already demonstrated that

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they can meet the normal required standard. Any offer made by the University will incorporate this requirement as part of the conditions.

The University recognises a wide range of English language qualifications and will be made an offer which is conditional on successful completion of one of the approved tests. Minimum acceptable scores for the most commonly presented English Language Qualifications are given below. Please note that some programmes may require higher scores:

- 6.0 overall on IELTS, with at least 5.5 in each component of listening speaking, reading and writing
- TOEFL of 87 overall (with no less than 21 in listening, 22 in reading, 23 in speaking and 21 in writing)

#### 4.4 Applicants who have non-UK qualifications

The life of the University is enriched by having a body of students from all over the world and we welcome applications from students with international qualifications. Admissions staff have experience in considering a wide range of international qualifications against the University's entry requirements, notwithstanding that these tend to be expressed in accordance with standard British qualifications. Information for international applicants can be found on the University of Leeds website at <http://www.leeds.ac.uk/international>.

Prospective applicants who wish to discuss whether their qualifications will meet the University's entry criteria should contact the Admissions Enquiries office. International enquiries may be referred to a University of Leeds office overseas or an approved agent. Contact details for the Admissions Enquires Office can be found at the end of this document.

#### 4.5 Widening Participation and the Access to Leeds Scheme.

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who have experienced disadvantage will be flagged to admissions tutors through the Access to Leeds Scheme, using a combination of educational context, social factors and personal circumstances. Admissions tutors can then assess the Access to Leeds applicant's potential using the contextual evidence, and students that receive an offer will receive an alternative offer alongside their standard offer. The alternative offer will be the equivalent of two A Level grades below their standard offer, conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice. Access to Leeds students will be eligible for an Access to Leeds offer if they meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C (or equivalent) in the requested subject area. For more information on Access to Leeds please refer to <http://www.leeds.ac.uk/ace/PS/A2L.html>

The University offers a range of financial support to able students from less affluent backgrounds to ensure they are not deterred from progressing to higher education because of financial reasons. We offer comprehensive financial support to help with the costs of studying. Support from us does not have to be repaid Further details can be found on our website at <http://www.leeds.ac.uk/yourfinances>.

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4.6 Re-sits

The eligibility of students who are undertaking a further attempt at an entry qualification is an academic decision taken by the relevant academic school. Applicants in this situation are advised to check the relevant School Admissions Policy.

4.7 Foundation and Preparatory Programmes

The University offers a number of extended degree courses designed for those who do not have the formal qualifications for immediate entry on to a degree programme, but who have the potential to succeed. These full time courses provide a foundation year enabling students to prepare for degree studies and gain the necessary academic background. Students who successfully complete the foundation year progress to year 1 of a degree course. Applicants should apply through UCAS online at [www.ucas.com](http://www.ucas.com) (see Section 5).

Part time preparatory programmes are also provided. Entry to these programmes is by direct entry rather than through UCAS (see paragraph 5.1 below).

4.8 Advanced Entry

Accreditation of prior learning is a process undertaken by the University in order to assess and, as appropriate, recognise prior experiential learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study. Credit Transfer is the process by which the University accepts credit arising from prior certificated learning, either awarded by itself or another institution, as contributing to an award of the University.

Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant school. Applicants are advised to check the relevant School Admissions Policy for further information.

4.9 Age and Vulnerable Adults

The University recognises that in some cases careful consideration may need to be given to someone's age or position as a vulnerable adult when applying for certain programmes.

4.10 Applicants seeking deferred entry

The University of Leeds welcomes applications from students who wish to spend time gaining experience of work, voluntary service or travel after leaving school or college. This intention should be stated on the UCAS application unless the individual intends to apply for entry during the gap year. Applicants who take a gap year should be aware that they may be required to attend an interview and all applicants seeking deferred entry are advised to check the relevant School Admissions Policy for further information.

4.11 Applicants wishing to reapply

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Applicants who wish to reapply should contact the relevant school prior to making an application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

#### 4.12 Applicants who have faced exceptional circumstances

If any candidate feels that their prior ill-health – or personal circumstance other than ill-health (for example, bereavement, or other difficult home or family circumstances) – may have affected their previous education, or grades received in past examinations, then they are welcome to contact the relevant School to discuss this further. All formal requests for mitigating circumstances will be taken into account in the admissions process and should be supported by a full declaration about the nature of the circumstances and whether or not these were declared to the exam board of the qualifications concerned. This declaration should be made either by a verified statement in the initial UCAS application or by sending verified documentation directly to the relevant Admissions Tutor from the referee.

#### 4.13 Criminal convictions

The University has a Policy statement on students with criminal records [http://www.leeds.ac.uk/AAandR/st\\_crim\\_rec.htm](http://www.leeds.ac.uk/AAandR/st_crim_rec.htm). This Policy includes applicants seeking admission. It should be noted that if an applicant is required to disclose a criminal offence and fails to do so this will generally be considered a very serious matter and is likely to lead to their application being rejected or, if admitted, to their registration at the University being revoked. Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question. The University may request further information about the nature or context of an applicant's criminal record.

Where indicated in the prospectus or on the University's website, specific programmes may involve regular access to children and/or vulnerable adults, and applicants may be required to undertake a Criminal Records Bureau (CRB) check. The University will send further instructions as part of the admissions process where this is the case.

## **Section 5 Admissions processes for full-time study**

### 5.1 Direct applications

Applicants to the International Foundation Year must choose the undergraduate degree programme they wish to join prior to submitting an application directly to the University. Further information about the International Foundation Year and a downloadable application form can be found at

<http://www.leeds.ac.uk/international/foundation.htm>

Applications may also be made directly to the University online at

[http://www.leeds.ac.uk/international/foundation\\_how\\_to\\_apply.htm](http://www.leeds.ac.uk/international/foundation_how_to_apply.htm)

### 5.2 UCAS process

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The University observes the procedures and deadlines for the handling of applications as set out by the Universities and Colleges Admissions Service (UCAS).

Applications for admission to full time undergraduate degree courses must be made through UCAS online at [www.ucas.com/students/apply/](http://www.ucas.com/students/apply/). Overseas and European students should also apply online through UCAS in the same way as students residing within the United Kingdom.

### 5.3 Deadlines

All applications for undergraduate courses starting in September should be received by UCAS by the deadlines of

- 15 October of the previous year for Medicine and Dentistry and
- 15 January of the same year for all other programmes.

Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places. Some academic schools may consider late applications where places are still available; however, applicants are advised to check the relevant School Admissions Policy before making a late application.

### 5.4 Communication with applicants

Formal responsibility for acknowledgement of applications and communication of the outcome rests with UCAS. Some schools may also acknowledge receipt of individual applications and communicate directly with the applicant during the application process.

### 5.5 Disabled applicants

The University welcomes applications from disabled people<sup>1</sup>. The University will make reasonable adjustments, to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgment about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for the University to make adjustments. Disabled applicants are also advised to contact the University's Disability Team (part of the University's Equality Service) once an application has been submitted through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied.

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<sup>1</sup> The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact of that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer (from the point of diagnosis), epilepsy, diabetes, Chronic Fatigue Syndrome/ME and HIV/AIDS amongst others.

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If any candidate feels that their disability has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.12 above.

The admissions process is covered by the University's Policy on Equality and Diversity which is available from the University's Equality Service at [www.equality.leeds.ac.uk](http://www.equality.leeds.ac.uk).

#### 5.6 Applicants with a health-related issue

This section deals with health-related issues,<sup>2</sup> which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions Tutor as soon as possible if their health is likely to impact on their ability to engage with the admissions process. Offers made to some programmes such as Dentistry and Medicine are conditional upon a satisfactory medical examination to be undertaken before the commencement of studies. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

#### 5.7 Fraudulent statements, plagiarism and omissions

The University of Leeds follows the UCAS procedures on fraudulent statements and omissions. Applicants should not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application process including after an offer is made. Should this occur the University reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.

The UCAS Similarity Detection Service processes all personal statements received in support of an application in order to identify statements that show similarity. Both the applicant and the University will receive notification from UCAS of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of the University of Leeds, applicants who are identified by the UCAS Similarity Detection Service may be given the opportunity to submit a new personal statement in support of their application.

#### 5.8 Offers

##### 5.8.1 Conditional offer

A conditional offer means that the University of Leeds will offer an applicant a place providing certain conditions are met. Usually conditions are based on the completion of outstanding qualifications. If other conditions are to apply these will be brought to the attention of applicants. Other conditions may include criminal record and health checks. Conditional Offers may state the grades that must be achieved and/or specific grades in named subjects.

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<sup>2</sup> In contrast with disability issues, health issues are generally shorter-term (lasting less than 12 months) and have a less significant impact on a person's ability to carry out normal day-to-day activities.

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Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

#### 5.8.2 Unconditional offer

An unconditional offer means that an applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme of study at the University of Leeds.

#### 5.8.3 Unsuccessful application

Applicants will receive an unsuccessful response if the University has decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons and should be aware that many of the programmes at the University of Leeds receive far more applications than the number of places available. Applicants who are unsuccessful in gaining a place on their chosen programme and wish to find out the reason for this should, in the first instance, refer to the academic and non-academic entry requirements stated in the relevant Schools Admissions Policy.

#### 5.8.4 Withdrawn application

An application may be withdrawn either by the applicant, or by the University. In most cases if the University withdraws an application the reason will be displayed on UCAS Track. The University reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. In cases where candidates are required to attend an interview as part of the application process applications may be withdrawn if a candidate fails to attend without making contact with the University, or if an applicant is unable to attend and an alternative date cannot reasonably be found.

The above does not prejudice the University's right to rely upon published disclaimers relating to delivery of programmes and services.

### 5.9 Interviews

Applicants may be invited for interview for a number of reasons. For some programmes an interview or audition forms part of the selection process to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the programme of study. Applicants who are invited for interview may obtain further information about the interview process from the relevant Admissions Tutor and the school admissions policy.

Applicants with a non traditional academic background including those studying an Access to HE Diploma qualification or undertaking the Access to Leeds scheme are often invited to interview, as are students transferring from other Universities or internally from other schools within the University of Leeds. In such cases interviews are used as an opportunity to find out more about an applicant's qualifications, motivation and preparations for undertaking a degree.

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Interviews are also designed to ensure that an applicant understands the nature and demands of their chosen degree programme and provide an opportunity to visit the school, view facilities and meet members of academic and support staff.

Some applicants (for example, disabled applicants, pregnant applicants, etc.) will require adjustments at interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. Academic schools are responsible for making reasonable adjustments where possible. The University's Equality Service should be consulted for further advice or information.

#### 5.10 Post-applicant visit days

Many academic schools hold open days for applicants who have already received offers. These are often referred to as 'Post-applicant visit days', and provide applicants with the opportunity to visit the school, view facilities and meet members of academic and support staff.

#### 5.11 UCAS Extra

UCAS Extra runs from February until early July and gives applicants who are holding no offers a further opportunity to make an additional application or applications. The University of Leeds will declare to UCAS the programmes for which they will accept Extra applications and these will be posted on the UCAS website at [www.ucas.ac.uk](http://www.ucas.ac.uk).

#### 5.12 Clearing and Adjustment

The UCAS clearing scheme offers a final opportunity to applicants who have not secured a place by early August. The UCAS website contains further information on eligibility to enter the clearing process.

Each year some applicants pass exams with better results than expected. The Adjustment process is for applicants who meet and exceed the conditions of their firm choice. It provides an opportunity for them to reconsider where and what to study. The UCAS website contains further information on the Adjustment period.

The University of Leeds will publish any vacant places on our undergraduate programmes on our website [www.leeds.ac.uk/vacancies](http://www.leeds.ac.uk/vacancies) and may offer them to any suitable applicants. Applicants are advised to contact the appropriate Admissions Tutor directly to enquire about possible vacancies.

#### 5.13 Confirmation

Confirmation is the name given to the period in August each year when the University receives A level and other UK and international qualification results for any applicants who have accepted conditional offers. On the basis of these results, applicants who achieve the grades required by their conditional offer have their place confirmed. Applications from those students who have not quite met the required grades may be reviewed and their places may be confirmed if there are places still available on their chosen programme.

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#### 5.14 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the relevant Admissions Tutor and signed by the applicant. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

#### 5.15 Complaints

The University will consider all applications fairly and effectively in line with the procedures outlined in this document.

Applicants who wish to challenge a decision to reject their application should normally write to the Head of the academic school to which they applied, detailing the nature of their complaint. The complaint must typically be made within 14 days in order to give the University a realistic opportunity of reviewing any application decisions ahead of the start of the programme.

On receipt of a complaint, the Head of School (or nominee not involved in the admissions process) will review the decision to reject the applicant. Following review of this decision the Head of School or nominee will write to the applicant giving grounds for their decision.

Applicants who have complained to the Head of School and remain dissatisfied may submit their complaint to the University's Student Complaints Officer. This Officer will not review academic judgements that have been made but will review matters relating to process.

The University's Student Complaints Officer will report the outcomes of any reviews s/he conducts to the Admissions and Widening Participation Committee.

## **Section 6 Part Time and Mature Entry**

### 6.1 Admissions Principles and rationale

The University welcomes applications from a diverse range of students. The same principles and values that inform all other University of Leeds undergraduate admissions also inform part-time and mature admissions. However, this policy recognises that there are specific and necessary differences in applying to university as a mature or part-time student. One key difference is that application to university as a part-time student is not through UCAS; financial arrangements and support requirements are also distinct. Consequently, this section of the University Admissions Policy identifies key areas of non-standard entry where alternative processes and procedures are required. Otherwise the standard policy applies.

In order to help widen adult participation and to ensure fair access for mature entrants wishing to study either full-time and part-time, the University provides specific services such as outreach and pre-entry and post-entry support as outlined below.

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6.2 Mature applicants (full-time study)

Mature students who wish to study on a full-time basis should normally apply using standard UCAS procedures (see section 5 above). For some academic schools, there is also an option of direct entry in exceptional circumstances.

Mature applicants applying for full-time programmes are assessed on the basis of their UCAS form, as detailed in Section 4. An interview may also be offered as part of the entry process and this would be arranged through the relevant academic school (see section 5.9). Where there are difficulties in meeting matriculation arrangements, applicants may be eligible to take the University matriculation tests or an alternative entry scheme.

6.3 Direct application for part-time study

Applicants for part-time programmes should apply directly to the University rather than through UCAS. For most part-time undergraduate programmes applicants are required to complete an application form available from the Lifelong Learning Centre; exceptions to this are listed below. Applicants are asked to provide proof of the qualifications required for the programme. Alternative methods of matriculating, or meeting the entrance qualifications, are available as detailed in section 6.11. Applicants will typically be invited for a short interview; they will be informed of the outcome of this and of any further conditions for entry such as matriculation requirements or employment relevant to the programme.

Contact details for part-time admissions through the Lifelong Learning Centre are:  
The Lifelong Learning Centre,  
Marjorie and Arnold Ziff Building,  
University of Leeds,  
Leeds, LS2 9JT;  
Tel: (0113) 343 3212  
Email: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk); Web: [www.leeds.ac.uk/lifelonglearningcentre](http://www.leeds.ac.uk/lifelonglearningcentre)

Healthcare

For part-time study on programmes in Healthcare, contact is through the School of Healthcare Admissions, Access and Marketing Unit on 0113 343 1247, or email [admissions@healthcare.ac.uk](mailto:admissions@healthcare.ac.uk). The relevant website is <http://healthcare.ac.uk>.

German

Part-time undergraduate applicants should apply directly through the German department on (0113) 343 3294, [v.strukov@leeds.ac.uk](mailto:v.strukov@leeds.ac.uk) or visit their website, [www.leeds.ac.uk/german](http://www.leeds.ac.uk/german)

Spanish

Part-time undergraduate applicants should apply directly through the Institute Cervantes on (0113) 246 1741, [cenlee@cervantes.es](mailto:cenlee@cervantes.es) or visit their website, <http://leeds.cervantes.es>

Earth and Environment

Part time undergraduate applicants for Earth & Environment should apply direct to that department on 0113 343 6719 or [admissions@see.leeds.ac.uk](mailto:admissions@see.leeds.ac.uk)

#### 6.4 Role of admissions staff for part-time entry

Management of the admissions process for part-time students rests with either the Lifelong Learning Centre or, for Healthcare, Earth and Environment, German and Spanish, with the relevant academic school, depending on the programme. All academic decisions are made by Admissions Tutors/academic staff. The roles of Admissions Tutors and administrators are as outlined in section 3.2. In addition, most academic schools offer interviews to applicants wishing to study part-time, provided they are likely to meet matriculation and/or alternative entry requirements or if they are on an approved university progression route.

#### 6.5 Entrance requirements for part-time entry

Applicants who are uncertain about the qualifications acceptable for part-time undergraduate programmes should contact either the Lifelong Learning Centre or the relevant academic school. The Lifelong Learning Centre offers an Alternative Entry Scheme for selected programmes for those applicants who do not have relevant formal qualifications but who can draw on equivalent work and life experience (see section 6.11 below).

Where there are difficulties in meeting matriculation arrangements, applicants may be eligible to take the University's matriculation tests or alternative entry schemes (see section 6.12 below). Arrangements are also available to enable prospective applicants to prepare for university study.

#### 6.6 Pre-entry guidance for part-time and mature students

Impartial and confidential advice and guidance for local adults who are considering returning to education are available from the Lifelong Learning Centre's pre-entry guidance service. This service is available for those looking to study full-time or part-time. For more information applicants should contact the Lifelong Learning Centre using the contact details provided in section 6.15.

#### 6.7 Deadlines for part-time entry

Applications for part-time undergraduate study do not follow the same UCAS deadlines and can be accepted later in the year and, in some cases, even as late as the summer. For both Art History and Childhood Studies, the deadline for applications is 30<sup>th</sup> June. Applicants are strongly advised to check with the Lifelong Learning Centre or relevant academic school for admission deadlines for their programme.

#### 6.8 Communication with part-time applicants

The Lifelong Learning Centre or relevant academic school will communicate directly with applicants to part-time undergraduate programmes.

#### 6.9 Part-time applicants with individual needs

Prior to application, candidates wishing to study part-time and who have individual needs are encouraged to discuss this with support staff at the university. This will not prejudice their application. Applicants with a disability or health-related issue (see section 5.5 and 5.6 above) should notify this to the university as soon as possible through the direct entry application form.

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Applicants to part-time programmes run through the Lifelong Learning Centre who indicate a disability or health related issues will be sent additional information about the support available to them once they are made a conditional or unconditional offer.

#### 6.10 Financial support for part time students for 2012 entry

Financial support arrangements for part-time students are expected to change from 2012, in line with changes to fees and loans. When the details of part-time fees, loans and repayments are finalised by the government, the University can then clarify the financial support that it will make available. Information will be provided through the contact details given below (See section 6.15).

#### 6.11 Alternative Entry Scheme

The University's Alternative Entry Scheme, run by the Lifelong Learning Centre in conjunction with teaching departments, allows applicants who do not have the relevant formal qualifications to draw on their life and work experience to demonstrate their potential for success. This involves satisfactory completion of work which is set and marked by the relevant admissions tutor. The assessment may take the form of one or more essays chosen from a selection of titles and designed to allow candidates to show their aptitude for structured thinking and writing in relation to their chosen discipline/s. In some cases, it may also involve a short test to assess specific knowledge or skills in, for example, mathematics. Applicants who wish to see examples of the kind of assignments that are set should contact the LLC.

Applicants are supplied with guidance notes which set out the assignment task and procedures for handing in. Work is typically set following an interview although, in some instances, applicants are asked to complete an assessment first in order to determine whether to proceed to an interview. Assignments are sometimes to be done at home within a given time-frame and sometimes involve attendance here at the University.

This scheme is available for selected programmes only. For more information applicants should contact the Lifelong Learning Centre using the contact details provided in section 6.15.

#### 6.12 The University Matriculation Scheme

The University Matriculation Scheme is an alternative way in which applicants without GCSE Maths and English can demonstrate their ability to meet these particular requirements. There is an administration fee for each test. Candidates must be referred to this scheme by the relevant admissions tutor.

#### 6.13 Outreach to adults in the community

The university is active with regional partners in promoting adult education to support progression through to Higher Education. We run study days and provide information and guidance sessions on and off-campus for adults in communities that are under-represented in higher education. These events help adults attain at GCSE, raise aspirations and improve understanding of higher education. Each year, these activities involve around 1500 participants. Our Guidance sessions help adults to

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identify the right courses and universities for their personal and career ambitions, as well as outlining the preparation they would need for entry to higher education. Guidance and short courses are also provided in the work-place, For more information, applicants should contact the Lifelong Learning Centre using the contact details provided in section 6.15

6.14 Support services to assist transition into university of part-time and mature students

A range of specialist services is provided by the University through its Lifelong Learning Centre to assist those who wish to study on a part-time basis and/or who identify as mature applicants. These include arrangements to support those without formal qualifications or who have been out of formal education for some time. To help widen access for such students, the University provides through the Lifelong Learning Centre such arrangements as:

- Pre-entry information, guidance and support services relevant to applicants who identify as a mature student or who wish to study part-time.
- Preparatory and foundation level programmes to assist those without the necessary formal qualifications to progress onto a part-time or full-time undergraduate programme at Leeds.
- Short summer courses and workshops to refresh academic skills, provide educational opportunity and encourage adults to consider returning to formal study. These are offered with reduced fees
- Support with application, admissions and registration processes, including advocacy and support for issues particular to non-standard entrants.
- Alternative Entry Scheme and the University Matriculation Scheme.

Post-entry, the Lifelong Learning Centre continues this process of transition and support, providing a welcoming 'home' for part-time and mature students during their time at university. At the beginning of their programme of study, the Lifelong Learning Centre provides three days of welcome events, drop-ins and tours as a settling-in period before the main student body returns. Social events, a peer-mentoring scheme, and other services are provided in addition to the full range of support offered through faculties, university services and the students' union.

6.15 Contact details for part-time and mature undergraduate entry

The Lifelong Learning Centre  
Marjorie and Arnold Ziff Building  
University of Leeds  
Leeds  
LS2 9JT

Tel: (0113) 343 3212  
Email: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)  
Web: [www.leeds.ac.uk/lifelonglearningcentre](http://www.leeds.ac.uk/lifelonglearningcentre)

**Section 7 Applicants' Personal Data**

The personal data of applicants is processed for the purposes of considering their admission in accordance with the University's Code of Practice on Data Protection <http://campus.leeds.ac.uk/dpa/code.htm>.

If applicants have any concerns with regard to the processing of their personal data they should contact Adrian Slater, one of the University's Data Protection Officers, at [a.j.slater@adm.leeds.ac.uk](mailto:a.j.slater@adm.leeds.ac.uk).

**Section 8 Further Information**

Applicants should contact the Admissions Enquiry Team for information relating to courses and admission to the University of Leeds, details below

Admissions Enquiries,  
University of Leeds,  
Leeds,  
LS2 9JT  
Telephone - +44 (0) 113 343 2336  
Email – [study@leeds.ac.uk](mailto:study@leeds.ac.uk)  
Web - [www.leeds.ac.uk/undergraduate](http://www.leeds.ac.uk/undergraduate).