This document outlines the School of History Undergraduate Admissions Policy for 2017 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Undergraduate Admissions Policy (www.leeds.ac.uk/admissionspolicy) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of History Admissions Policy applies to the following Single Honours programmes:

V100 BA History
VL22 BA International History and Politics

It also applies to the following Joint Honours programmes which are parented by the School of History:

VL11 BA Economics and History
QV31 BA English and History
VL17 BA Geography and History
VVC3 BA History and History of Art
VW13 BA History and Music
VL14 BA History and Social Policy
VL13 BA History and Sociology

1. Principles

The School of History ensures 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.

2. Selection principles

The School of History will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

3. Application process

3.1 UCAS process

All full time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by 15th January. Applications for Level 2 transfer are not subject to the same UCAS deadlines.
The School of History may accept applications after the initial UCAS closing date, however it is recommended that you contact us prior to making an application to check. The School of History participates in the UCAS Extra scheme.

### 3.2 Access to Leeds and Realising Opportunities scheme

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two of the following criteria are eligible to apply for the Access to Leeds scheme:

- From a household with an annual income of £25,000 or below OR in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education
- Attends, or have attended, a school which achieved less than the national average of 5 A* to C passes (including English & Maths) at GCSE
- Only option is to attend a local university
- Studies disrupted by circumstances in their personal, social or domestic lives
- Live in a geographical area with low levels of progression onto higher education
- Living or grew up in public care.

Access to Leeds applicants receive special consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be the equivalent of two A-level grades (across two of three A-levels, if taken) or an equivalent reduction where alternative qualifications are offered, below the standard offer, conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice. Access to Leeds students are 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/info/128005/applying/33/alernative_admissions/2.

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

### 3.3 Deferred applications / Gap year

The School of History will accept applications for deferred entry. We welcome
applications from applicants who are intending to undertake a gap year. We encourage such applicants to make use of the personal statement section of the UCAS application form to explain their reasons for taking a gap year. Applicants can also contact us at any point throughout the year requesting a deferred offer. Please note that once the deferral has been processed, there will be no guarantee that an original offer can be reinstated. Applicants can defer their entry for one year only.

3.4 Re-sits / Re-applications

The School of History will accept applications from applicants who have re-submitted applications and/or re-sat examinations. The conditions of entry remain the same regardless of whether an applicant is resitting or re-applying. The application will be considered in the light of the admissions policy in place at the time of the most recent application. We apply equal consideration to applicants who intend to re-sit in order to meet our entry requirements.

3.5 Early examinations

The School of History recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability. This may take the form of early GCSEs, or A-levels (or equivalent) across three years.

Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting. If this has not been the case, then we advise that the school provides further information as to reasons for this within the academic reference section of the UCAS form.

3.6 Cashed in AS Levels

The University of Leeds is committed to ensuring that applications are considered holistically. We take a broad view of the full information available in the UCAS application form and use all the information provided as part of our decision making process. We therefore strongly encourage all applicants to declare their cashed in AS results.

It is vital that all known results are provided on the UCAS form. We are aware that not all schools cash in their AS results and we recognise that some A-level students will no longer sit AS levels. These applicants will not be disadvantaged in the decision making process at Leeds.

3.7 Internal transfers

The School of History will accept applications from students who hold a place elsewhere in the University of Leeds to commence study with us at Level 1, provided places are available.

Applicants are expected to meet the academic entry requirements for the course to which they wish to transfer. Applicants must submit a personal statement of 250 words, outlining their interest in the course and reasons for transfer to the School of History Admissions Officer no later than 9 June 2017.
We advise students to discuss any concerns with their current course with their Personal Tutor before considering a course transfer.

Please contact the School of History Admissions Officer (contact details are in section 8.2 of this document) for further information.

3.8 Advanced entry

The School of History will accept applications from applicants who are seeking entry to the second year, provided places are available. We normally require students who wish to apply for transfer to:

- Discuss their concerns with their current course with their Personal Tutor or their School's Student Support Officer
- Provide a personal statement of approximately 250 words outlining their interest in the specific course
- Hold an A in History at A-level (or equivalent)
- Meet the entry requirements for the programme (AAA or equivalent for BA History and BA International History and politics)
- Have taken a minimum of 40 Level 1 credits in History and to have achieved a minimum of 59% in each History module studied
- Have passed a minimum of 100 credits at Level 1 achieving at least 59% overall

Internal applicants should visit the Undergraduate Office in the School of History, 3.19 Michael Sadler Building.

External applicants must meet the conditions outlined above, and should be aware that the history modules they have taken need to include a skills-based element comparable with the School of History’s own compulsory Level 1 skills-based modules.

External applicants should contact the School of History Admissions Officer (see section 8.2 for contact details) prior to making an application.

In order to apply, external applicants must send us the documents listed below, in the first instance:

- A statement of 250 words, outlining the applicant’s interest in the course and reasons for transfer
- A reference from a History tutor at the applicant’s current university. This should include grades obtained to date
- A detailed course description from the applicant’s current university, including individual summaries of all history modules studied
• A sample piece of written work, written for a history module at the applicant’s current university

• A copy of A-level certificates (or equivalent) demonstrating that our entry requirements have been met

For advanced entry onto Joint Honours courses with History, additional criteria may apply. Please contact the School of History Admissions Officer (see section 8.2 for contact details) for more details.

Please note that applications will not be processed unless we receive all the requested information. We reserve the right to interview candidates. The deadline for completed applications and our receipt of the required information is 9 June 2017. Applications are assessed on merit and are not considered on a first-come, first-served basis. Judgements on equivalence are made by the Director of Admissions. Successful external applicants will be asked to formalise their application via UCAS.

Please be aware that transfers into Level 2 are dependent on space being available. Internal applicants may receive preference. Usually we receive more transfer requests than we have space available. The successful outcome of any transfer request should not be assumed.

Entry onto Level 3 of the School of History’s programmes is not permitted.

3.9 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. For the current range of Joint Honours programmes offered within the School of History, their content and entry requirements please refer to www.leeds.ac.uk/arts/coursefinder/main/20041/school_of_history.

The following Joint Honours programmes are parented by the School of History:

VL11 BA Economics and History
QV31 BA English and History
VL17 BA Geography and History
VVC3 BA History and History of Art
VW13 BA History and Music
VL14 BA History and Social Policy
VL13 BA History and Sociology

While entry requirements vary, applications made to any of the above courses will be assessed following similar processes as Single Honours applications.

3.10 Extended degree programmes

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University’s extended degree programmes with foundation year. Please see Appendix A of
the University of Leeds Undergraduate Admissions Policy, or the Lifelong Learning Centre website for details: www.llc.leeds.ac.uk/course-directory.

3.11 Age and safeguarding

The University recognises someone’s young age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf.

3.12 International / Overseas students

All applications from international students are considered in line with our standard entrance requirements (typically expressed as GCE A-level qualifications) and we would expect predicted grades to be of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for the School of History are detailed below:

- **GCSE**: grade C in English Language or English Literature
- **International Baccalaureate**: 4 points in Standard Level English
- **IELTS**: 7.0 with not less than 6.5 in any component
- **Pearson Test**: 68 with not less than 64 in any of the four skills
- **Ibt TOEFL (Internet based)**: 100 with not less than 22 in Listening, 22 in Reading, 24 in Speaking, 23 in Writing
- **University of Cambridge ESOL Examinations**: Certificate in Advanced English grades A-B or Certificate of Proficiency in English grades A-C

Further information for prospective international applicants can be found on our website at www.leeds.ac.uk/international.

3.13 Mature applicants

Mature students wishing to study on a full-time basis should apply using standard UCAS procedure (see section 3.1). Applicants are assessed on the basis of their UCAS form, as detailed in section 4.

We expect mature applicants to have had substantial experience of life outside formal education, gained since completing compulsory schooling. We may set different entry requirements from those used for school-leavers, for example, we do not expect three A-levels.

We encourage applicants to research the Access to Higher Education Diploma and the Open University as they may find it beneficial to complete an academic qualification including the study of History before progressing to higher education.
Mature applicants are usually asked to provide an essay on a historical topic and are also invited to interview. We particularly value the opportunity of talking to candidates at interview as we are keen to discuss their interest in history and to answer any questions they may have about the course. The School of History Admissions Officer is available for consultation on these matters at any time (contact details are in section 8.2 of this document).

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact: lifelonglearning@leeds.ac.uk, phone +44 (0)113 343 3212 or see www.llc.leeds.ac.uk.

3.14 Disabled applicants

The School of History welcomes applications from disabled people. The University will make appropriate adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to disclose their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate adjustments. Disabled applicants are also advised to contact the University’s Disabled Students Assessment and Support team (part of the University’s Student Education 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. Disabled Students’ Assessment and Support can be contacted at disability@leeds.ac.uk.

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.11 of the University’s Undergraduate Admissions Policy (http://www.leeds.ac.uk/admissionspolicy).

The admissions process is covered by the University’s Policy on Equality and Inclusion which is available from the University’s Equality Policy Unit at www.equality.leeds.ac.uk.

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1 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-today 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.
3.15 Applicants with a health-related issue or other mitigating circumstances

The University of Leeds Undergraduate Admissions Policy details our policy concerning applicants with a health-related issue. The School sees health-related issues as being distinct from disability-related issues, although, in some cases, a disabled applicant may also have a health-related issue.

Applicants with a health-related issue should contact the School as soon as possible if their health is likely to impact on their ability to engage with the admissions process.

If a candidate feels that any disability, prior ill-health—or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances)—may have affected their previous education, or may have affected the grades they received in past examinations, then they are also welcome to contact the School to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances. Where these circumstances are affecting or have affected current studies the correct course of action would be to notify the relevant exam board of the circumstances. Whilst you are welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades are what will be used when making a decision.

3.16 Support of applicants who are pregnant

In line with the University policy on support for students who are pregnant or have young children (available from http://www.equality.leeds.ac.uk/university-policies-2/), applicants who are pregnant are advised to inform their Admissions Tutor at an early stage. This is so that consideration can be given to appropriate support being available from the start of their programme of study.

3.17 Criminal convictions

The University has a Policy statement on students with criminal records http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf. 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.

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2 Which are not classed as a "disability".
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 with satisfactory results, certain checks with the Disclosure and Barring Service. The University will send further instructions as part of the admissions process where this is the case.

4. Admissions requirements

4.1 Admissions intake

The typical annual intake through UCAS for BA History is 160 students. The typical annual intake through UCAS for BA International History and Politics is 48 students. For information relating to the admissions intake for Joint Honours degree programmes, please contact us using the details in section 8.

4.2 Competition for places

The School of History typically receives in excess of 1250 applications for the 208 places available on Single Honours programmes. Most of our successful applicants have an excellent academic record, typically A*s, As and Bs at GCSEs and predictions to achieve at least AAB or better at A-level. For information relating to competition for places on Joint Honours degree programmes, please contact us using the details in section 8.

4.3 Selection process

All applications must be made online through the Universities and Colleges Admissions Service (www.ucas.com). Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become successful students on our degree programmes.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

4.4 Academic entrance requirements

The School of History welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see www.leeds.ac.uk/arts/coursefinder/main/20041/school_of_history for the programme list of entry requirements and accepted qualifications.

We recognise the value, effort and enthusiasm applicants make in the Extended Project and may include it as part of an alternative conditional offer.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year’s cohort.
4.5 Personal statement advice

The personal statement of the UCAS form helps us to assess the nature of the applicant’s interest in the academic subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject.

We encourage you to provide evidence of how you engage in depth with your subject. This in-depth engagement can take a variety of forms. For example, it may be helpful to discuss:

- What you have learned from your reading and how this is related to your desire to study your chosen course;
- How and why a particular book has developed your interests;
- How extra-curricular talks or visits to museums, galleries or geographical locations have advanced your learning or increased your passion for the subject;
- Your own opinions about texts, places, or events;
- How work experience has allowed you to develop skills relevant to your chosen degree programme;
- What you have learnt from working on an Extended Project, and how it has furthered your interest in the subject.

We realise that applicants must try to make the personal statement relevant to all courses for which they are applying, but this may not be possible if they are applying to drastically different courses. In this case, we will accept an alternative personal statement to that on the UCAS form should the applicant feel that they cannot address their interest in a particular course to their satisfaction in their application.

Should an applicant wish to submit an alternative personal statement, this should be sent via email to the School of History Admissions Officer (contact details are in section 8.2 of this document) from the email address listed on the UCAS form.

4.6 Interviews

Interviews do not form part of our standard admissions process, but in some cases, applicants making non-standard applications may be invited for an interview. The School of History normally interviews only mature applicants and those falling under the Widening Participation rubric holding non-standard qualifications.

5: Offers

Offers are made on the basis of merit and the ability of each applicant to meet the criteria for admission to the relevant programme of study. Offers are made based on
All applications received prior to the UCAS deadline of January 15th are given equal academic consideration; we do not operate on a first-come, first-served basis.

5.1 Reasons for unsuccessful applications

Due to the volume of applications received we may reject students who already hold or are predicted to achieve lower than the typical academic entry requirement. There are two exceptions to this rule: if an applicant is applying through the Access to Leeds scheme (see section 3.2 of this document), or if an applicant is considered a mature student and holds non–standard qualifications which we are considering alongside life experience gained outside formal education.

When we are unable to offer an applicant a place on one of our Single Honours History or Joint Honours History programmes, we may pass on application forms to other Schools for further consideration if we think there might be an area in which the applicant may be interested. Applicants will be contacted directly by any department or programme that wishes to make an offer subsequently.

5.2 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 or via email to the relevant Admissions Tutor and signed by the applicant or from the email address listed on the UCAS form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

The School of History's Admissions Tutor is Dr Alex Bamji, A.Bamji@leeds.ac.uk.

5.3 Complaints

The School of History will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Undergraduate Admissions Policy.

Applicants who wish to challenge a decision to reject their application should write to Dr Simon Hall, Head of the School of History, University of Leeds, LS2 9JT, detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision. Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.
6: Opportunities to visit

6.1 University open days

The University of Leeds Undergraduate open days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our open day webpage: http://www.leeds.ac.uk/info/30335/open_days.

6.2 Offer-holder visit days

All applicants to whom we have made offers are invited to attend a School of History offer-holder visit day. Attendance is not compulsory and does not form part of the selection process. The purpose of the offer-holder visit day is to enable applicants to familiarise themselves with the department and the programme of study in order that they are able to make an informed choice about whether to accept their offer. Unless applicants are specifically informed in advance, they will not be required to undertake an interview as part of this visit.

Section 7: Scholarships and funding

The University of Leeds has one of the most comprehensive financial support packages available. One in three students qualifies for a bursary and in addition we have a series of scholarships. For further information about scholarships available and other types of financial support visit http://www.leeds.ac.uk/info/128004/fees_and_funding/15/fees.

Section 8: Contact details

8.1 General pre-application enquiries

For general enquiries and information relating to courses and admission to the University of Leeds, applicants should contact the Course Enquiries Office:

Course Enquiries
University of Leeds
Leeds
LS2 9JT

Telephone: +44 (0)113 343 2336
Email: study@leeds.ac.uk
Web: www.leeds.ac.uk/undergraduate

8.2 Post-application enquiries

Admissions enquiries specific to the School of History should be directed to:

School of History Admissions Officer
Room 2.19
Michael Sadler Building
University of Leeds
LS2 9JT