This document outlines the School of English 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 (http://www.leeds.ac.uk/admissionspolicy) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of English Admissions Policy applies to the following programmes:

BA English Literature
BA English Language and Literature
BA English Literature and Theatre Studies

1. Principles

The School of English 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 English 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.

The School of English 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 English does participate 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/alternative_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 English 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 apply for deferred entry and be considered for a place during the initial admissions stage, or can request a deferred offer at any point throughout the year. It is helpful to us, however if requests to defer can be made by 30th June. The terms of the offer will remain the same and applicants will be expected to meet the conditions when they receive their A Level results. Please note that once a deferral has been processed, there will be no guarantee that an original offer can be reinstated. Applicants can defer for one year only.

3.4 Re-sits/ Re-applications

The School of English will accept applications from applicants who have re-submitted applications and/or re-sat examinations. Our entry requirements remain the same regardless of whether an applicant is resitting and / or re-applying. We apply equal academic consideration to applicants who intend to-resit in order to meet our entry requirements.

3.5 Early Examinations

The School of English 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 be as 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 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 results known are provided on the UCAS form. We are aware not all schools cash in their AS results, where this is the case we will consider GCSE results in their place.

We recognise that some A-level students will no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds.

3.7 Internal transfers

We advise students to discuss their concerns with their Personal Tutor before considering a course transfer.

The School of English will consider 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.

As a minimum, applicants must meet the standard entry requirements for the course to which they wish to transfer.

3.8 Advanced Entry

The School of English will accept applications from applicants who are seeking entry to the second year of our BA English Literature and BA English Language and Literature degree programmes. Entry to level 3 is not permitted. Please note that we do not consider transfers into Level 2 BA English Literature and Theatre Studies.

We advise students to discuss their concerns with their Personal Tutor before considering a course transfer at Level 2.

If we have places available, we require students to have AAA including an A in English at A-level (please note that the A must be in English Literature or the combined English Language and Literature A-level if the applicant is wishing to transfer onto our BA English Literature degree programme. For our BA English Language and Literature degree programme we accept English Language, English Literature and the combined English Language and Literature A-level), to have taken a minimum of 40 level 1 credits from a specified Level 1 English module list available in the School of English office, to have achieved a minimum of 59% in each English module studied and to have passed a minimum of 100 credits achieving at least 59% overall.
Internal applicants should in the first instance contact Mrs Nicola Wildman, Student Education Service Manager in the School of English
N.Wildman@leeds.ac.uk.

External applicants must be aware that the English modules they have taken need to reflect a skills-based element comparable to the School of English’s own compulsory Level 1 skills-based modules.

Please be aware that transfers at Level 2 are dependent on space being available. Internal applicants may receive preference. It is usually the case that we receive more transfer requests than we have space available. Where possible, we will advise in relation to space available whether an external application can be encouraged. The successful outcome of any transfer request should not be assumed.

**Entry at Level 3 to the School of English is not permitted.**

In order to apply, we require external applicants to meet the conditions outlined above and to send us the documents listed below, in the first instance:

- A reference from an English tutor at the applicant’s current University. This should include the applicant’s grades to date. The applicant will be expected to achieve a 2:1 average in Year 1 of their current course

- A full reading list and course description from the applicant’s current University, including individual module summaries

- A sample piece of written work, written for an English module at the applicant’s current university

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

- Reasons for transfer

- Transcript of Level 1 results

Please note that we do not accept General Studies or Critical Thinking A-levels as part of the offer, and that we do not accept AS levels in lieu of A-levels. If you have not taken A-levels, please provide evidence of your qualifications, ensuring that they are equivalent to our minimum requirements as stated in this policy.

Applications will not be processed unless we receive all of the above information. We reserve the right to interview candidates, but in such a case adequate notice would be given. The deadline for the requested information is 12th June 2017. Applications are assessed on merit alone and are not considered on a first-come, first-served basis. Judgements on equivalence are made by the Admissions Tutor. Successful applicants will be requested to apply via UCAS.

**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 English please refer to www.leeds.ac.uk/coursefinder for further information and entry requirements.
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 http://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 http://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 English are detailed below:

- **IELTS**: 7.0 with no less than 6.5 in any component
- **International Baccalaureate**: 4 points in Standard Level English
- **Pearson Test**: 68 with not less than 64 in any of the four skills
- **TOEFL (Internet based, iBT)**: 100 with not less than 22 in Listening, 22 in Reading, 24 in Speaking, 23 in Writing
- **Cambridge ESOL**: CAE Grades A-B or CPE: Certificate in 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. An interview and/or piece of assessed written work/test may also be required as part of the entry process. All applications to study English from mature applicants are held on file until January when the final set of UCAS forms reach us. Normally, we invite shortlisted mature applicants to attend an interview. The interviews usually take place on a rolling basis throughout the UCAS cycle where will we ask for examples of written work on a literary or language topic as appropriate. We particularly value the opportunity of talking to candidates at interview as we are keen to discuss their current reading and to answer any questions they may have about the course.

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 English before progressing to higher education.

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 0113 343 3212 or see www.llc.leeds.ac.uk.

3.14 Part time applicants

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre rather than through UCAS.

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 0113 343 3212 or see www.llc.leeds.ac.uk.

3.15 Disabled applicants

The School of English welcomes applications from disabled people\(^1\). 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)

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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.
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.

3.16 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\(^2\) as being distinct from disability-related issues, although, of course, 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.

3.17 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.

3.18 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.

\(^2\) 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.

Section 4: Admissions Requirements

4.1 Admissions intake

The Single Honours English intake through UCAS (which includes Q300 English Language and Literature, QW34 English Literature and Theatre Studies and Q306 English Literature) is typically around 216 home students including mature students and those from the European Union. International fee-paying students are considered in addition to this target.

4.2 Competition for places

Programmes within the School of English are generally very popular and we receive in excess of 1200 applications for the 210 places available. Most of our applicants have an excellent academic record, A*s, As and Bs at GCSE and predictions to achieve at least AAB (including an A in English at A Level) or above.

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 English 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 the School of English website 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. The Tutor for Undergraduate Admissions pays close attention to the entirety of each UCAS application received and particularly the content of the personal statement. Advice from our Admissions Tutor and completion of the Personal Statement section of the UCAS form is published on the School of English website.

The Admissions Tutor is keen to know about an applicant’s commitment to and critical enthusiasm for English. The Admissions Tutor would, for example, expect the statements to give examples of literature that have engaged the applicant and to discuss the reasons why. This is helpful because it communicates something of the breadth and depth of the applicant’s reading and of his/her critical perspectives. Applicants for Q300 English Language and Literature should discuss in detail the aspects of Language study that most interest them. Applicants for QW34 English Literature and Theatre Studies should where possible provide details of their practical and theoretical engagement with theatre, as well as details of their interest in and critical aptitude for English Literature.

4.6 Interviews

We interview all shortlisted applicants for our English Literature and Theatre Studies and English Language and Literature degree programmes. We also interview other applicants as part of the selection process where we feel we need to gain further insight into an applicant’s motivation and commitment, or where they have non-standard qualifications. The interview process for the English Literature and Theatre Studies programme is in two parts; a fifteen minute one-to-one interview, and a group practical exercise as conducted by Theatre Studies staff. Students who live overseas and cannot attend the interview in person will be offered the opportunity of a telephone interview, arranged in advance with adequate notice. All English Literature and Theatre Studies and English Language and Literature interviews are held on in-term Fridays with the opportunity of attending a formal departmental open day at the same time. We only have a limited time in which to conduct interviews and therefore, on occasion, we will be unable to offer an alternative date. For this reason, it is imperative that applicants make every effort to attend the allocated time and date as we are unable to offer any places for English Literature and Theatre Studies and English Language and Literature without an interview.

Section 5: Offers

Offers 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. Offers are made based on the information supplied on the UCAS form and performance at interview where applicable (see section above). The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made.
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, and also students who meet the non-academic requirements. 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 English 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 their UCAS form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

5.3 Complaints

The School of English 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 Head of School, School of English, University of Leeds, 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.

Section 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 Post-application visit days

All applicants to whom we have made offers are invited to attend a School of English post-application day. Attendance is not compulsory and does not form part of the selection process. The purpose of the Post-application 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 or not to accept their offer. Unless applicants have been shortlisted for interview as part of the English Literature and Theatre Studies / English Language and Literature selection events or are mature applicants, international or non-standard applicants (who will be informed accordingly in advance), you will
not be required to undertake an interview as part of this visit.

Section 7: Scholarships & 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 English should be directed to

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

Telephone: +44 (0) 113 343 4759 
Email: www.leeds.ac.uk/arts/enquiries 
Web: www.leeds.ac.uk/arts/info/125017/undergraduate

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