This document outlines the School of History’s Admissions Policy for 2018 entry. It supports the admissions principles and policies of the University of Leeds, and should be considered alongside:

- The Faculty of Arts, Humanities and Cultures Admissions Policy for 2018 entry
- http://www.leeds.ac.uk/arts/downloads/file/3057/undergraduate_admissions_policy_for_2018_entry
- The University of Leeds Undergraduate Admissions Policy
- http://www.leeds.ac.uk/admissionspolicy

This policy will be reviewed on an annual basis.

3. Application process

3.8 Change of Programme requests from current students of the University of Leeds

The School of History will consider applications from current students wishing to transfer from another programme at the University of Leeds. Entry is dependent on the availability of a place and the candidate’s academic record / achievement. Applicants should be aware that there are often few or no spaces available on programmes parented by the School of History. Students are usually required to have achieved the standard entry requirements for the intended programme. Applicants must submit a personal statement of 250 words, outlining their interest in the course and reasons for transfer.

We advise students to discuss any concerns with their current course with their Personal Tutor or their School’s Student Support Officer before considering a change of programme request.

For entry into the first year, for the consideration of a programme transfer request for the current year of entry, applications must be submitted by 12 noon on Friday 6 October 2017.

Students applying after the deadline may be considered for entry in the following academic year.

For transfer into Level 2, see Section 3.10.

3.10 Advanced Entry to the second year of a programme

The School of History will consider applications from applicants who are seeking entry to the second year. Entry is dependent on the availability of a place. Applicants should be aware that there are often few or no spaces available on programmes parented by the School of History. The deadline for completed applications and our receipt of the required information is Friday 8 June 2018.

We normally require students who wish to apply for transfer to:

- Meet the entry requirements for the programme (AAA or equivalent for BA History and BA International History and Politics);
- Hold an A in History at A-level (or equivalent);
- 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;
- Provide a personal statement of approximately 250 words outlining their interest in the specific course.

Internal applicants should:
- Discuss their concerns with their current course with their Personal Tutor or their School's Student Support Officer before making an application;
- Note that the credits in History should comprise HIST modules;
- Visit the Undergraduate Office in the School of History, 3.19 Michael Sadler Building.

External applicants should:
- Contact the School's Education Service Officer prior to making an application (historyug@leeds.ac.uk);
- Note 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 must send us the following documents:
- A reference from a History tutor at the applicant's current university;
- Evidence of performance in their current course, via a transcript or the reference;
- A description of the applicant's current course, including individual summaries of all history modules studied;
- A sample piece of written work, written for a history module at their current university;
- A copy of A-level certificates (or equivalent) demonstrating that our entry requirements may have been met.

For advanced entry onto Joint Honours courses with History, additional criteria may apply. Please contact the School's Education Service Officer 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. 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. Internal applicants may receive preference. Successful external applicants will be asked to formalise their application via UCAS.

Please note that usually we receive more transfer requests than we have space available. The successful outcome of any transfer request should not be assumed.

3.14 International / overseas students

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
Certain qualifications, e.g. IELTS, have a two year validity period and must be valid at the commencement of studies.

3.15 Mature applicants

In assessing applications from mature applicants, we consider their experience of life outside formal education, gained since compulsory schooling. We may set different entry requirements from those used for school-leavers. For example, we may not expect such applicants to have completed three A-levels.

Mature applicants who have not completed History A-level (or equivalent) should explain how their experiences have prepared them for the study of history at university in their UCAS personal statement.

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 particular value the opportunity of talking to applicants 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’s Education Service Officer is available for consultation on these matters at any time.

4. Admissions Requirements

4.4 Personal statement advice

We seek to gain a sense of your enthusiasm for history, your interest in the course, and you as a person from your UCAS personal statement.

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, if relevant:

- 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;
- The relevance of your Extended Project to your chosen course; what you have learnt from working on the 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’s Education Service Officer from the email address listed on the UCAS form.

4.5 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.

8: Contact

Education Service Officer, School of History
Website:  www.leeds.ac.uk/history
Email:  historyug@leeds.ac.uk
Tel:  +44 (0)113 343 1888

Updated by Alex Bamji, 10 July 2017