

UNIVERSITY OF LEEDS
SCHOOL OF MUSIC
FACULTY OF PERFORMANCE, VISUAL ARTS AND COMMUNICATIONS

ADMISSIONS POLICY
2011-2012

This document outlines the School of Music Admissions Policy for 2012 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2012 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 Music Admissions Policy applies to the following programmes:

W300 BA Music

W300 BMus (Performance)

Application process

1. UCAS process

All full time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by 15 January 2012.

The School may accept applications after the initial UCAS closing date. This is subject to the availability of places on the programme. Any places will be made available through UCAS Extra and this will be indicated on the UCAS Extra website.

Applications may be accepted for entry with advanced standing: please contact the School for further advice.

2. Access to Leeds scheme

The School is committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who have experienced educational or social disadvantage will be flagged to admissions tutors using a combination of school performance, geographic 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, and is conditional upon successfully completing the Access to Leeds module. 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 www.leeds.ac.uk/ace/access/access.htm.

3. Deferred applications/ Gap-Year

The School welcomes applications for deferred entry from applicants who intend to undertake a Gap Year. We encourage such applicants to use the personal statement section of their UCAS application form to explain their reasons for taking a Gap Year. If an applicant for the current year of entry decides to take a gap year, they may contact the School to discuss the possibility of deferring their application.

4. Re-sits / Re-applications

The School will accept applications from those who have applied in a previous year and are re-sitting or have re-sat examinations.

5. 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.

6. Internal transfers

The School may accept applications from those wishing to transfer their UCAS application from another programme at the University of Leeds. Applicants who wish to transfer to the School of Music should contact the Admissions Tutor (music@leeds.ac.uk) and provide information about their GCSEs, A-Level and/or other relevant qualifications/predicted grades and UCAS ID number; with a statement as to why they wish to transfer and what they hope the programme will offer them. Any agreement to an application transfer is subject to the availability of a place on the programme.

The School may accept applications from students wishing to transfer from another programme at the University of Leeds. Any agreement to a transfer is subject to the availability of a place on the programme. Students interested in transferring to BA Music should first ensure that they consult their current personal tutor to discuss the decision. Initial contact should then be made with the Admissions Tutor (music@leeds.ac.uk) including information about their A-Level and/or other relevant qualifications and a statement as to why they wish to transfer and what they hope the programme will offer them. Once the Admissions Tutor is satisfied that the student is an appropriate candidate for transfer, the student should complete a 'change of programme form' (obtained from their current School) and request a signature from an appropriate signatory (e.g. programme manager). Finally the student should take the form to the School of Music for the Admissions Tutor to sign.

The School will occasionally accept transfers directly to Level 2 of its programmes. Students should contact the School of Music Admissions Tutor (music@leeds.ac.uk) to discuss this possibility.

7. 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 Music, please refer to http://www.leeds.ac.uk/music/ug/undergrad_prog.shtml for further information and entry requirements.

8. Applications from minors and vulnerable persons

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.

9. International/Overseas students

All applications from international students are considered in line with our standard entrance requirements (expressed as English 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 are detailed in the University of Leeds Undergraduate Admissions Policy. Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/students/index.htm>

10. Mature students

The School welcomes applications from mature applicants (over 21 at the time of entry) and support is available through the Lifelong Learning Centre (LLC). This support includes pre-entry advice and guidance for adults, matriculation tests, alternative entry schemes, preparatory programmes for adults, developing academic skills before entry, and information on a range of issues relevant to such applicants. For further details, contact: part-time@leeds.ac.uk, phone 0113 343 3212 or see www.leeds.ac.uk/lifelonglearningcentre.

11. Part time applicants

The School offers part-time degree programmes. The following programmes may be undertaken through part-time study:
W300 BA Music.

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre rather than through UCAS. Fees, payment of fees, and financial support as well as a number of other arrangements are different for part-time UG study.

Support is available through the Lifelong Learning Centre (LLC) for those wishing to study part-time on undergraduate programmes. This support includes pre-entry advice and guidance for adults, matriculation tests, alternative entry schemes, preparatory programmes for adults, developing academic skills before entry, and information on a range of issues relevant to such applicants. For further details, contact: part-time@leeds.ac.uk, phone 0113 3433212 or see www.leeds.ac.uk/lifelonglearningcentre.

12. Disabled applicants

The Schools of Music welcomes applications from disabled people¹. 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

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-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.

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.

If any applicant 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 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 Diversity which is available from the University's Equality Service at www.equality.leeds.ac.uk.

13. Applicants with a health-related issue

The University of Leeds Undergraduate Admissions Policy details our policy concerning applicants with a health related issue. The School sees health-related issues² 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 their prior ill-health meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should contact the School to discuss this further. Schools will aim to be flexible in such circumstances and take such issues into account.

Admissions intake

14. Admissions intake

The intake for the School through UCAS is typically 90 home students, including mature students and those from the European Union. International fee-paying students are considered in addition to this figure.

15. Competition for places

Programmes within the School are generally very popular and typically, on average, the School receives in excess of 5 applications for each available place. Most of our applicants have an excellent academic record, with A levels / alternative qualifications in line with the typical offer published for the programme. Grade requirements reflect the level of competition for places, as well as the academic skills and knowledge required to succeed on a course.

² 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.

Selection process

16. 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 a successful student in the School.

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

17. Academic entrance requirements

The School of Music welcomes applications from applicants studying a range of Level 3 qualifications where students have the potential to succeed on their chosen degree course. Please see http://www.leeds.ac.uk/music/ug/undergrad_prog.shtml for the programme list of entry requirements and accepted qualifications.

We do not consider A-Levels in Critical Thinking equally alongside other A-Level subjects. Offers are made in terms of specific grades, not UCAS tariff points.

We normally also require a good, broad-ranging performance at GCSE, with a minimum of passes in 3 different subjects, one of which must be English Language at grade C or above.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

18. Personal statement advice

The personal statement on the UCAS form helps us to assess the nature of the applicant's interest in, and their suitability for, the subject for which they have applied, and is an important part of the selection process. Accurate spelling and grammar are of paramount importance and relate to the academic requirements of our courses. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude and passion for Music and their skills as a musician and student. Applicants could include information about performers that inspire them, aspects of the discipline which interest them and their own experiences as a performer that motivate them to study music in higher education. Applicants should provide as much information as possible about the subject and their involvement with it to date. Rather than saying that "Music is my passion" or "I have always enjoyed studying Music", applicants should try to explain why they are interested in and passionate about the subject. Applicants should aim to provide as much information as possible about their academic and academic-related interests and experience. They may include information about extra-curricular activities and should ensure that they prioritise information directly related to the study of music.

19. Interviews and other programme-specific admissions processes

Interviews do not usually form part of the selection process for applicants to the **BA Music** programme, who are assessed using the information provided in their UCAS application.

However, applicants without standard entry requirements may be invited to attend for interview. Admissions tutors will consider the candidate's experience, skills and knowledge in relation to the academic demands of the course. Interviews take place from December-March, typically during one of the post-application open days and applicants will have the opportunity to look around the School of Music and meet some of our staff and students. Applicants are usually interviewed by the Admissions Tutor or where s/he is not available the interview will be with the appropriate programme manager. The interview will last approximately twenty minutes. Applicants will receive a written invitation from the School to attend an interview on a specific time or date. We request that applicants let us know as soon as possible if an alternative date is required using the contact details in the invitation letter. We will do our best to accommodate such requests but this cannot be guaranteed.

All applicants to **W300 BMus** (performance) will be auditioned and interviewed if they have achieved ABRSM grade 8 distinction (or equivalent) at the time of application. The auditions will typically take place during the months of December to March during one of the post-application open days. There are usually two members on the audition/interview panel who represent the performance staff within the School of Music. Applicants will be required to perform a selection of technical exercises and pieces and where necessary an accompanist will be provided. On the day of interview, applicants will also have the opportunity to look around the School of Music and meet some of our staff and students.

The audition will last approximately twenty minutes. Applicants will receive a written invitation from the School to attend an audition at a specific time and date and are requested to let us know as soon as possible if an alternative date is required, using the contact details in the invitation letter. We will do our best to accommodate such requests but this cannot be guaranteed.

20. 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. Offers made are based on the information supplied on the UCAS form. Where programmes hold interviews, auditions and/or admissions tests, the outcome of these may also be taken into account when considering applicants, as indicated in section 17 above. The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made.

Unsuccessful applicants

21. Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject applicants who already hold or are predicted lower than the typical academic entry requirement.

The UCAS applications of those who are unsuccessful in gaining a place on their chosen programme may be passed for consideration to the admissions tutor of another programme in the University. If the alternative programme is considered to be suitable in relation to the interests, abilities, aptitudes and qualifications of the applicant, and if a place is available, a 'changed course offer' may be made to the applicant.

22. Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. Before doing so, such applicants are advised to refer to the course's entry requirements to check that they meet these.

All requests for feedback must be made in writing to the Admissions Tutor (music@leeds.ac.uk) and signed by the applicant. The University's policy on providing feedback to applicants can be found in the University of Leeds Undergraduate Admissions Policy.

23. Complaints

The School 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 Mrs Susan Wheater (PA to the Head of School, School of Music, University of Leeds, Leeds, LS2 9JT; S.Wheater@leeds.ac.uk), detailing the nature of their complaint. Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.

Opportunities to visit

24. University open days

The University of Leeds Undergraduate Open Days are held in June and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found at: www.leeds.ac.uk/students/opendays.

24. Post-application School open days

All applicants to whom we have made offers are invited to attend a School of Music post-application open day. Attendance is not compulsory and is not part of the selection process. School Open Days are organised to enable applicants to familiarise themselves with the school and its courses, so that they are able to make an informed choice about any offer they receive. Applicants will not be required to undertake an interview or audition as part of this visit, unless specifically invited to do so

Scholarships & funding

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

Contact details

26. 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/students.

27. Post-application enquiries

Admissions enquiries specific to the School should be directed to the undergraduate admissions team (music@leeds.ac.uk).