

Admissions

Introduction

The Admissions Booklet is intended to provide administrative and academic staff with information and guidance on the admissions process. However, the Research Degrees and Scholarships Office would be pleased to provide advice on matters not covered in this booklet.

Enquiries

Please direct any enquiries to the Admissions & Registration Section (RDSO).

Telephone: +44 (0) 113 343 4006 / 5057

Email: rp_applications@leeds.ac.uk

Logging of paper-based applications

STAGE 1

All application forms should be returned by applicants (or forwarded by the School) to the Research Degrees & Scholarships Office where they will be logged on to Banner within 24 hours of receipt.

Each applicant is allocated a unique student ID number, or if they have been a University of Leeds student previously their existing ID number will be noted on the application form. At this stage skeleton data will be entered into the Banner student records system. A note is made on the back of the application form of what was received with the application, the date that the application was received and the initials of the member of staff that logged it. The application form and any supporting documents are then dispatched to the academic School/Department for consideration.

The Research Degrees & Scholarships Office operates a 24 – 48 hour turn around time to avoid unnecessary delays for the applicant and the School.

STAGE 2

If the School want to offer a place for study both the paper and online application form should be returned to RDSO with the completed recommendation. RDSO will then carry out a number of checks regarding; supervisory arrangements, English language requirements, fee status, thesis title and academic qualifications. If the applicant is able to meet the requirements a formal offer will be prepared and sent to the applicant.

If the candidate is unsuccessful Schools/Departments are responsible for issuing rejection letters (with copies sent to RDSO for updating Banner).

PLEASE NOTE

IF YOU FORWARD AN APPLICATION FORM ONTO ANOTHER SCHOOL FOR CONSIDERATION, PLEASE INFORM RDSO SO WE CAN UPDATE OUR RECORDS.

IF YOU RECOMMEND A STUDENT UNDERTAKES A TAUGHT COURSE WHEN THEY HAVE APPLIED FOR A RESEARCH DEGREE PLEASE INFORM RDSO SO WE CAN UPDATE OUR RECORDS.

Individual Programmes of Research Degree Study:

Minimum Entrance Requirements; Periods of Study and Documentation Required.

PhD

Minimum Entry Requirements: UK 2:2 Bachelor Honours degree or equivalent

Periods of Study:	Full-time	3 years standard + 1 year overtime	= 4 yrs MTL
	Part-time	5 years standard + 2 year overtime	= 7 yrs MTL
	Split-site	4 years standard + 2 years overtime	= 6 yrs MTL

Documentation required: Application form
Research proposal
Original degree certificates*
Original English language certificates*

Additional Information

- If applicant wants to study part-time the following additional documentation is required from the School: [Supervision form](#)

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

Integrated Degree of PhD and Master

Minimum Entry Requirements: UK 2:1 Bachelor Honours degree or equivalent

Periods of Study: Full-time 4 years standard + 1 year overtime = 5 yrs MTL

Documentation required: Application form
Research proposal
Original degree certificates*
Original English language certificates*

Additional Information

Currently, this programme of study is available in the following:

- Bioinformatics and Genomic Sciences
- Bioscience
- East Asian Studies
- Oral Science
- Language Studies
- Legal Studies
- Life Science/Physical Sciences Interface
- Business, Economics and Management

Within this programme candidates are required to undertake a number of specialised modular courses in their first and second years and must undertake training and skills courses and research throughout the programme.

Candidates are eligible for the award of Postgraduate Certificate, Postgraduate Diploma and Mastership at certain exit points in the programme, provided that they have satisfied the relevant regulations for the award of these qualifications, if they either decide to leave or do not progress beyond the relevant stages.

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

MPhil

Minimum Entry Requirements: UK 2:2 Bachelor Honours degree or equivalent

Periods of Study: Full-time 2 years standard + 1 year overtime = 3 yrs MTL
Part-time 4 years standard + 2 year overtime = 6 yrs MTL

Documentation required: Application form
Research proposal
Original degree certificates*
Original English language certificates*

Additional Information

- If applicant wants to study part-time the following additional documentation is required from the School:
[Supervision form](#)

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

Mastership by Research

Minimum Entry Requirements: UK 2:1 Bachelor Honours degree or equivalent

Periods of Study: Full-time 1 year standard NO OVERTIME
Part-time 2 year standard NO OVERTIME

Documentation required: Application form
Detailed research proposal written by the candidate
Original degree certificates*
Original English language certificates*
Supervision form

PLEASE NOTE

Candidates for Masterships by Research are expected to be of a high quality and because of the nature of the degree, it is very important that the work is clearly focused and a disciplined approach to the project is adopted. Therefore, the Graduate Board asks that the research project should be clearly defined and planned at the time of acceptance. The Research Proposal (minimum 1 side of A4) should be included with the application form and supervision form sent to the Research Degrees & Scholarships Office.

The usual entry requirement for a Mastership by Research is a British Bachelor (Honours) 2:1 or equivalent. If the School wishes to accept a student who does not meet the entry requirement a supporting statement from the postgraduate research tutor should be included with the application papers. The Chair of the Programmes of Study and Audit Group would then consider whether the applicant could be accepted.

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

EdD

Minimum Entry Requirements: UK 2:2 Bachelor Honours degree or equivalent

Periods of Study: Full-time 3 years standard + 1 year overtime = 4 yrs MTL
Part-time 5 years standard + 2 year overtime = 7 yrs MTL

Documentation required: Application form
Original degree certificates*
Original English language certificates*

Additional Information

- If applicant wants to study part-time the following additional documentation is required from the School:
[Supervision form](#)
- Students who have achieved masters level accreditation for study within an approved university or equivalent institution may apply for accreditation of up to 60 credits in taught components of their EdD programme. All applications for such accreditation must be made at the application stage.

This programme is only available within the School of Education

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

DClinPsychology

Minimum Entry Requirements: UK 2:2 Bachelor Honours degree or equivalent which is acceptable to the University as being adequate preparation for the research proposed and is recognised by the British Psychological Society as meeting the necessary qualifications for the Graduate Basis for registration of the B.P.S.

Periods of Study: Full-time 3 years standard + 1 year overtime = 4 yrs MTL

Documentation required: Application form
Original degree certificates*
Original English language certificates (if appropriate)*

Additional Information

This programme is only available within the School of Medicine

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

DBM

Minimum Entry Requirements:

Periods of Study

Documentation required

Additional Information

NB: This section is under development

MD

Minimum Entry Requirements: UK Bachelor of Medicine and Bachelor of Surgery or equivalent of at least two years standing

Periods of Study: Full-time 2 years standard + 1 year overtime = 3 yrs MTL
Part-time 2 years standard + 3 year overtime = 5 yrs MTL

Documentation required: Application form
Original degree certificates (not required if working in NHS)
Original English language certificates (Not required if working in NHS or a member of the British Medical Council)

Additional Information

- If applicant wants to study part-time the following additional documentation is required:
[Supervision form](#)
- Periods of study are currently under review.

This programme is only available within the School of Medicine

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

MDS

Minimum Entry Requirements: Graduates in Dental Surgery of the University of Leeds
Or of any approved University

Periods of Study: Full-time 2 years standard + 1 year overtime = 3 yrs MTL
Part-time 3 years standard + 2 year overtime = 5 yrs MTL

Documentation required: Application form
Original degree certificates*
Original English language certificates*

Additional Information

- If applicant wants to study part-time the following additional documentation is required:
[Supervision form](#)

This programme is only available within the Dental Institute

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

DDSc

Minimum Entry Requirements: UK Bachelor of Dental Surgery degree or equivalent of at least five years standing

Periods of Study: Full-time	3 years standard + 1 year overtime	= 4 yrs MTL
Part-time	5 years standard + 2 year overtime	= 7 yrs MTL

Documentation required: Application form
Original degree certificates*
Original English language certificates *

Additional Information

- If applicant wants to study part-time the following additional documentation is required:
[Supervision form](#)

Please note, this programme is only available within the Dental Institute

* If not provided with the application form they must be submitted prior to completion of registration

Please note, this information is correct at time of print but may be subject to review at any stage

Split-Site candidates

NB: This section is under development

Conditions of acceptance

The conditions of acceptance on an offer letter are the conditions specified by the School and, in accordance with University policy, by the RDSO office. The School specifies what conditions they wish to appear on the offer letter in the School recommendation section of the application form. In accordance with the admissions policy of the Graduate Board. RDSO reserve the right to impose conditions on a candidate even if the School have not asked for these.

There are several possible conditions which can appear on an offer letter; the production of original or certified copies of transcripts, the production of original or certified copies of certificates, the signing of part K of the application form, proof of English language proficiency, proof of funding, proof of the official completion of, or withdrawal from, a current course.

If the applicant is currently undertaking a degree programme (undergraduate or postgraduate) they will be required to successfully complete the programme before commencing research degree study. This will appear as a condition on the offer letter issued by the Research Degrees & Scholarships Office.

Once the offer letter has been sent out the student can meet the conditions by sending in the appropriate documents. We will then send out an amended offer letter minus the condition that has been met. If the student is due to start quite soon we may just tick the condition off on the offer letter rather than sending out a new offer letter. However, we will always send out a revised letter if requested.

Students can meet the conditions upon registration, however the School must make sure the student has all the appropriate documents to meet the conditions *before* the registration form is signed off and released to the student.

The funding condition remains on the offer letter as the condition cannot be met until the student registers. The funding condition can only be met when the student's registration documents are stamped by the Accounts Receivable office.

PLEASE NOTE

Please advise International Students to either keep a copy of their acceptance postcard or the e-mail they send to us confirming that they are intending to take up the offer of a place to study at the University of Leeds. They will need this confirmation when they apply for their visa to enter/stay in the UK

Change of start date

When a student decides that they wish to change their start date they must first agree this with their School. Once agreed the School either fills out a change of start date form and sends it over to us, or the School informs us by email what the new start date is. We must have something in writing. An amended offer letter with the new start date will then be generated and sent out to the student (a copy will be sent to the School).

If the applicant was last offered a place over 2 years ago the School should either ask the student to complete a new research study application form or send a copy of the original application form along with a current CV.

Confirmation in writing of a new start date from the School is required. Verbal requests are not acceptable.

Transfer in Applicants (with supervisor):

1. Applicants can only transfer to Leeds with their supervisor at the point their supervisor's contract at Leeds begins.
2. The student has to register at Leeds for a minimum of 12 months full-time or 24 months part-time, and pay the appropriate fee.
3. The student must complete a research study application form as usual and the School must complete the transfer-in recommendation form. RDSO will check the details on this form with the student's previous institution.
4. It is the School's responsibility to arrange the transfer of any sponsorship. This should be arranged prior to being offered a place at Leeds and evidence of this should be enclosed with the application.
5. Where a student has been registered elsewhere for a period of one year or more we need confirmation that they have satisfied the other institution's review procedures for transfer to a degree category (e.g. PhD)
6. The acceptance letter will identify how many years spent registered at the other institution may be counted towards the Leeds Candidature and will draw specific attention to the University's Ordinances and Regulations.
7. **"Overtime" students or those accompanying supervisors who wish to retain candidatures elsewhere**
 - 7.1 These may be accepted as miscellaneous research students and registered at Leeds so that they can study here with their supervisor and will be given a student ID card to have access to the library and computing facilities.
 - 7.1. The University will do everything in its power to assist these students, as the University would not wish to disadvantage them, as a result of their supervisor transferring to Leeds.
 - 7.2. The other institutions will continue to register them and receive HEFCE funding. The student will submit for examination at the other institution.

Regulations Regarding Part-time Candidates

Additional documents to be sent to RDSO:

- [Supervision form](#) (with employment section completed *in full* - including numbers of hours worked)

The Graduate Board has been asked by Senate to ensure that all part-time candidates are *bona fide* part-time students. In accordance with this request, normally only applications from the following categories are considered for acceptance to study on a part-time basis:

- (i) those in full-time employment (in the UK or EU);
- (ii) those who are in part-time employment at a level which precludes their studying on a full-time basis (in the UK or EU);
- (iii) those actively seeking employment whilst registered with the Department for Work & Pensions as unemployed;
- (iv) those who have retired for reasons of age or ill-health from full-time (or part-time) employment;
- (v) those with unpaid occupations or responsibilities which are equivalent to (i) or (ii) above

In addition to this, candidates accepted for part-time study in the following faculties shall normally be members of the staff of a teaching, scientific, clinical or industrial establishment where appropriate research facilities are available and shall undertake research both at their place of work and in the University as prescribed by the relevant committee under the supervision of a member of the staff of the University:

- Biological Sciences;
- Earth and Environment;
- Mathematics and Physical Sciences;
- Engineering;
- Medicine, Dentistry, Psychology and Health;

Applications from international students to study on a part-time basis have to be investigated thoroughly as they will not be able to obtain a student visa to study a part-time course. Please contact the International Office for further advice.

International Student Office
University of Leeds
Leeds
LS2 9JT
United Kingdom

Tel: +44 (0)113 343 3930

Fax: +44 (0)113 343 3932

Email: internationalstudents@leeds.ac.uk

Visiting Scholars & Miscellaneous Research Students

Visiting Scholar

1. There is no official University policy for Schools who often give 'visitor status' to individuals if it fits in with School Strategy.
2. 'Visitors' do not register as students and Schools organise any facilities directly with the Library, Computing, and Student Accommodation etc.
3. If the individual is officially invited as a 'visitor' by the School, the University insurance will cover the individual.
4. it is currently at the School's discretion how much they charge a visiting scholar for the use of School facilities

Many students prefer to come as a visiting scholar as this often works out to be the cheaper option. The School should explain fully the implications of studying at the University but not registering as a student (may cause visa/council tax issues etc)

Miscellaneous Research Student

The applicant registers as a miscellaneous research student and does not register for a qualification.

- 1. Applicant must complete a research degree study application.**
- 2. The School must complete the School recommendation section as follows:**
 - i. Accept for Miscellaneous Research (MPR)
 - ii. Number of months for study to be undertaken
 - iii. Date of commencement
 - iv. Supervisors
- 3. The application will be processed as normal, and the acceptance letter will be produced**
- 4. Conditions of offer:**
 - i. Funding
 - ii. The University will not impose a minimum standard of English language for miscellaneous students, the School may do so if it wishes
 - iii. Applicants do not need particular qualifications to follow this programme
- 5. Registration documents will be produced on receipt of the acceptance postcard in RDSO.**

Students who register for miscellaneous postgraduate research pay the same level of fees as any other student (or a pro-rata amount if they are here for less than a year). The advantage of officially registering is that the University can provide the student with an ID card, produce statements that will allow the student to renew their visa/gain council tax exemption etc.

Various funding and other arrangements for research study at Leeds

The list below includes some funding and other arrangements for research study at Leeds where special arrangements may exist. Further information may be obtained from the Research Degrees & Scholarships Office.

- **Alban** (available only to students from South America. This is not a programme of study it is a scholarship scheme)
- **ESRC 1+3**
- **Marie Curie EST**
- **Marie Curie Fellowship**
- **Regional Tutors in Oman** (Education)
- **Rothschild** (Maths, Physics & Astronomy, Colour and Polymer Chemistry, Food Science, Chemistry - Part-time Mastership by Research & Part-time PGCE)
- **University of Calgary** (English)
- **4 year PhD Studentship** (Faculty of Biological Sciences only)
- **White Rose Studentship**

Checks to be undertaken by schools before sending recommendation to RDSO

1. **Qualifications**
2. **Thesis title**
3. **English Language**
4. **Eligibility of Supervisors**

We recommend that these are checked by the School before the application is sent over to RDSO, especially if you wish the application to be processed urgently.

Where checks are carried out, please include any documentation with the application (e.g. print out any NARIC screens and supervisor reports used). Checking applications before you send them will help to speed up the admissions process.

It is also vital to include all requisite forms with the application as appropriate. Supervision forms must be completed for any postgraduate research undertaken on a part-time basis, or any Mastership by Research.

When the application is returned to RDSO for acceptance we will double-check the qualifications, thesis titles, English language and eligibility of the supervisors.

We aim to ensure that offer letters are produced within 5 working days from receiving the recommendation. However this may not be possible during busy periods **or if there are any queries with the application.**

How to make a case if a student or supervisor does not meet the usual University requirements

If you wish to recommend a student or a supervisor who does not meet the usual University requirements/regulations a case will need to be made to the Chair of the Programmes of Study and Audit Group, via the Research Degrees and Scholarships Office.

Generally, the Chair will consider any reasonable case – however you will need to supply additional information to satisfy the Chair that the School has given careful consideration to the circumstances of a student or member of staff. The request will need to come from the Postgraduate Research Tutor or Head of School.

Examples

1. English Language

A student who believes that they have a sufficient level of English Language to exempt them from undertaking the standard IELTS/TOEFL examinations.

Points a School should consider before making a case:

- a) Has the candidate previously studied at degree level where the course was taught in the medium of English, and if so how long ago was this?
- b) Has the candidate perhaps lived or worked in the UK or an English speaking country for a reasonable period of time before undertaking their Research Degree?
- c) Do they hold a recognised English Language Qualification taken recently?
- d) Has the candidate published any papers in English Language?

**** Remember, do not base your case on conversations with applicants, just because they appear to have a good level of spoken English does not mean that their written, reading and listening skills are adequate.***

2. Academic Qualifications

A candidate is unable to meet the entry qualifications.

Points a School should consider before making a case:

- a) Does the candidate have relevant work/training experience and for how many years?
- b) Has the candidate previously undertaken research as an element of their previous degree? If so how well did the applicant do in this module? Would they need additional support upon commencement of their research?

3. Deferral of start date for a considerable period of time

The Chair will be looking to see if:

- a) Will the research still be relevant?
- b) Will the Supervisor still be available?
- c) Will the student realistically be able to register on the new start date?

4. Sole Supervisor/Joint Supervisors do not meet the regulations

The Chair will be looking to see if:

- a) Does the supervisor(s) have previous experience of Research Degree supervision at another UK institution? Have students been supervised to completion?
- b) Are the supervisor(s) planning to attend the SDDU supervision course in the very near future?
- c) If an issue with the employment contract – is the School/Faculty in a position to confirm that a contract will be renewed or that they have someone else who could act as supervisor should the School/Faculty be unable to re-new the contract of the recommended supervisor?

Bench Fees

Depending upon a student's area of research it may be necessary for a School to charge a bench fee to cover specific costs associated with their research project; bench fees typically cover the cost of expensive bought-in equipment and chemicals.

Any bench fee should be considered on an individual case-by-case basis to meet the specific costs associated with the individual student's research project. The School should be able to provide the student (and their sponsor) with a breakdown of the costs associated with the bench fee which has been set

Useful Contacts

- **Research Degrees-** 34006 / 35057
www.leeds.ac.uk/rds
- **Scholarships Office-** 34077 / 34007
<http://scholarships.leeds.ac.uk>
- **Accounts Receivable Office-** 36055
www.leeds.ac.uk/finance
- **International Office-** 34023/34022
www.leeds.ac.uk/international
- **Language Centre-** 33251
www.leeds.ac.uk/languages

Useful Banner Screens

GOAEMAL – e-mail addresses

SPAIDEN – name, address, contact telephone number

SWADDER – address, contact telephone number, next of kin

SAAADMS – admissions record

SWADCRV- admissions decision record

SWARDAT – start date, max time limit, suspensions/extensions

SWASUPR- supervisor information

SHAQPNO – thesis title

On-line application forms

SAAQUAN – application and answers – used to look up ad-hoc admissions questions that are not stored elsewhere in Banner.

SWAETBL – Check degree/classification grade

For training on Banner or further information about up to date training manuals please contact SIMS - sims-training@leeds.ac.uk.