

Dear [Applicant],

**Freedom of Information request reference K/20/007**

Thank you for your clarified Freedom of Information (FOI) request dated 23 January 2020, reference K/20/007.

Your clarified request read:

“I would like to request the following data about the admissions process for all of your undergraduate geography degrees.

1. Whether a candidate's personal statement (which is submitted through UCAS) is considered by the admissions team when considering whether to give that candidate an offer;

If the personal statement is assessed by the admissions team:

2. A list of the marking criteria/factors that are considered by the admissions team when assessing the candidate's personal statement;
3. Whether a candidate's personal statement is given a score or grade of any kind;
4. The weighting attached to the aforementioned score or grade (e.g. 20%);
5. A list of personal statement scores given to offer holders who had applied for undergraduate study in [geography] at your university in the 2018/2019 admissions cycle (and thus received offers for either 2019 direct entry or 2020 deferred entry).”

The University of Leeds holds this information.

The University of Leeds assesses each application looking at the predicted or achieved grades, the personal statement and the reference. Personal Statement guidance to applicants is published at 4.5 in our Admissions Policy (attached).

While the personal statement is an important part of the application assessment we do not mark or grade in any way.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle  
Deputy Secretary  
The University of Leeds

Leeds  
LS2 9JT

Email: [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website ([www.leeds.ac.uk](http://www.leeds.ac.uk)).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Sincerely

**Chloe Wilkins**

Freedom of Information Officer

Secretariat  
University of Leeds