

UNIVERSITY OF LEEDS
SCHOOL OF INTER-DISCIPLINARY ETHICS APPLIED
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2016 ENTRY

This document outlines the School of Inter-Disciplinary Ethics Applied (IDEA) Taught Postgraduate Admissions Policy for 2016 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Taught Postgraduate Admissions Policy (downloadable from the University website at (www.leeds.ac.uk/pgtadmissionspolicy) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Inter-Disciplinary Ethics Applied Taught Postgraduate Admissions Policy applies to the following programmes:

*MA/PGDip Applied and Professional Ethics**
*MA/PGDip Biomedical and Health Care Ethics**
*MA/PGDip Biomedical and Health Care Ethics (Online)**
PCR Professional Ethics Short Course

**These programmes are offered part time. Please follow the application process as detailed below.*

1. Principles

The School of Inter-Disciplinary Ethics Applied endeavours to ensure 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 Inter-Disciplinary Ethics Applied will treat all applicants fairly and not discriminate unlawfully on grounds of marital or civil partnership status, gender, gender re-assignment, race (including colour, nationality, national origin or ethnic origin) disability, caring responsibility, pregnancy and/or parental status, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

3. Application process

3.1 How to apply

All applicants for taught postgraduate programmes are encouraged to apply online at http://www.leeds.ac.uk/info/20022/postgraduate_taught. If applicants apply online it is possible to track the application at each stage of the process.

3.2 General entrance requirements

The typical entrance requirement for the School of Inter-Disciplinary Ethics Applied is a good first honours degree of at least a UK upper second class or equivalent. Criteria for entry to individual programmes of study may be higher and applicants are advised to check with the relevant School prior to applying. Exceptions to this academic requirement may be made when applicants can demonstrate significant relevant non-standard experience and their potential for benefiting from the programme is clear.

For programme specific entry requirements please visit:

http://www.leeds.ac.uk/arts/coursefinder/main/125160/inter-disciplinary_ethics_applied_centre

http://www.leeds.ac.uk/arts/info/125162/idea_postgraduate

Where a candidate is not a graduate, relevant professional experience is taken into account. The key attributes sought are a willingness and ability to think through problems in a reasoned and independent way. We also seek a very basic grasp of what philosophical ethics is, evidence of commitment to its study, writing skills, and evidence of any relevant experience of ethical issues arising in practice. While some students who come on the course have already studied philosophy formally, previous study of philosophy is not a requirement. The course is designed for those coming to the study of ethics for the first time.

3.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. The School of Inter-Disciplinary Ethics Applied will only assess applications which are complete before the application closing date.

The following programmes operate an application closing date:

All MA/PGD – 10th September 2016

PCR Professional Ethics Short Course – 23rd October 2016

If you intend to apply for funding, you should submit an application for a place at least one month before any specific scholarship deadline.

International students are particularly advised to submit applications as early as possible to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK. Furthermore, an offer of a place is needed for many of the scholarships available to international students and closing dates can often be early in the year.

International distance learning students are advised to apply no later than the end of July in the year in which they wish to enrol, to ensure that they have sufficient time to send all documents to the University prior to the start of the academic year.

3.4 International/ Overseas students

All applications from international students are considered in line with our standard entrance requirements. Proof of English Language proficiency will be required and minimum levels and approved tests for the School of Inter-Disciplinary Ethics Applied are detailed in the University of Leeds Taught Postgraduate Admissions Policy

www.leeds.ac.uk/pgtadmissionspolicy

Admissions staff are experienced in considering a wide range of international qualifications against programme entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the School admissions office directly.

Further information for prospective international applicants can be found on the University of Leeds website at <http://www.leeds.ac.uk/international>.

3.5 Admissions intake

All programmes within the School of Inter-Disciplinary Ethics Applied aim to recruit the highest calibre students, with all places awarded on merit. The allocation of student places is set for each programme on an annual basis.

4. Selection process

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 of Inter-Disciplinary Ethics Applied.

All applicants are required to submit an application essay on one of the titles detailed here http://www.leeds.ac.uk/arts/info/125162/postgraduate/2133/how_to_apply

Relevant voluntary or work experience may be taken into account.

4.1 Interviews

As a standard part of the admissions process, all shortlisted applicants will be interviewed. Interviews will be carried out by an academic member of the admissions team. The interview will take around 30 minutes, and will involve discussing the following matters:

- Motivation for choosing this course, and the University of Leeds, including how ethics relates to your professional development (if relevant)
- Background knowledge of ethics and applied ethics (if any)
- Application essay

If invited to interview, you will receive an email invitation from the School to attend an interview on a specific date. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis or via Skype, video conferencing or telephone particularly for overseas applicants.

4.2 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 application form, and where required, proof of English Language as detailed in section 3.4, two academic references and an application essay. The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made.

4.3 Unsuccessful applicants

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 Contact admissions@idea.leeds.ac.uk and signed by the applicant or sent from the email address listed on their application form.

The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy.

4.4 Complaints

The School of Inter-Disciplinary Ethics Applied will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Taught Postgraduate Admissions Policy. Applicants who wish to challenge a decision to reject their application should write to Professor Chris Megone, IDEA Centre Director c.b.megone@leeds.ac.uk , detailing the nature of their complaint.

The complaint must typically be made within 14 working days of receipt of rejection. On receipt of a complaint, the Head of School will review the decision to reject the applicant. Following this review the Head of School will write to the applicant giving grounds for their decision.

Applicants who have complained to the Head of School and remain dissatisfied may submit their complaint to the University's Student Complaints Officer. This Officer will not review academic judgements that have been made but will review matters relating to process. The University's Student Complaints Officer will report the outcomes of any reviews they conduct to the Taught Student Recruitment Committee.

4.6 Disabled applicants

The School of Inter-Disciplinary Ethics Applied (IDEA) welcomes applications from disabled people¹. The University will make appropriate adjustments, to help ensure that disabled applicants have full and equal access to our admissions procedures and programmes. 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 University to make reasonable 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, to discuss any support requirements they may have in relation to the programme for which they have applied.

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/university-policies-2/.

4.7 Applicants with a health-related issue or other mitigating circumstance

This section deals with health-related issues,² which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions Tutor as soon as possible if their health is likely to impact on their ability to engage with the admissions process. The University aims to be flexible in such circumstances and to take such issues into account.

If a candidate feels that their 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 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.

4.8 Deferred Applications

The School of Inter-Disciplinary Ethics Applied considers a deferred applicant as one who currently holds an offer but wishes to change the year of entry to the following academic year, or one who applies for the following academic year from the outset. Applicants who wish to defer an offer of a place to the following academic year should contact the Academic

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.

² Which are not classed as a "disability".

School. Deferral of a place to study is at the discretion of the School of Inter-Disciplinary Ethics Applied and is strictly limited to a maximum of one academic year following the year of initial application. Applicants who request deferral for more than one academic year will normally be required to reapply. Any offer made will not be subject to change.

4.9 Applicants wishing to reapply

Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt will be an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

4.10 Criminal convictions

The University has a policy statement on students with criminal records, which can be accessed from our website at http://www.leeds.ac.uk/secretariat/student_cases.html. 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.

5. Opportunities to visit

5.1 FACULTY/SCHOOL open days

Applicants are welcome to visit on one of the University's Postgraduate Open Days.

Applicants are also welcome to contact the IDEA Centre to arrange a visit at other times during the year. To arrange a visit applicants should contact Professor Chris Megone, admissions@idea.leeds.ac.uk

6. Scholarships & funding

The University of Leeds currently offers a wide range of scholarships and studentships that provide funding for students to undertake postgraduate study at the university. These range from partial funding towards academic fees to fully funded awards which also provide a living allowance.

6.1 University Scholarships

Postgraduate students at Leeds benefit from around £10m of funding from the University and externally. **Postgraduate scholarships** are available to international, UK and EU students and you may be eligible.

6.2 Faculty/ school level scholarships information

Further details of School level scholarships can be found on our website at http://www.leeds.ac.uk/arts/info/125162/postgraduate/2454/fees_and_funding

7. Contact details

Application enquiries

Admissions enquiries to the School of Inter-Disciplinary Ethics Applied should be directed to admissions@idea.leeds.ac.uk

Last updated 20 May 2015 and by Professor Megone