The purpose of this document is to set out for all interested parties the position of the University of Leeds on key matters relating to recruitment and admission to our undergraduate programmes for all applications received by the 1st September.

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**Section 1 Principles**

The University of Leeds is a research-intensive institution which creates, advances and disseminates knowledge. Our aim is to develop outstanding graduates and scholars who can make a major impact upon global society.

The University of Leeds is shaped by the values of academic excellence, community, professionalism, integrity and inclusiveness. The setting of high admissions standards plays a key role in maintaining academic excellence.

The University of Leeds is committed to providing a professional admission service and to provide clear, fair and consistently applied policies and procedures. The University aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the academic life at a research-intensive university.

The University recognises that, in order to provide fair and equal access to all prospective students, it may need to demonstrate a flexible approach and, where appropriate make adjustments for individual applicants - for example, disabled applicants or applicants who have faced exceptional circumstances.

Our policies and practice are driven by our belief that the life of the University is enriched by having a body of students which reflects the community at large and includes students from all parts of the UK, from other EU countries and from further overseas.

**Section 2 Context**

The University’s admissions policies are consistent with the Quality Assurance Agency’s Code of Practice, Chapter B2 on Recruitment, selection and admission to higher education and comply with current equality laws affecting the admission of students.

Admissions policies and practice are also guided by the principles articulated within the Schwartz Report of the Admissions to Higher Education Steering Group 2004 (available at [http://www.admissions-review.org.uk/](http://www.admissions-review.org.uk/)).

**Section 3 Governance**

3.1 Role of the Recruitment Committee

Taught admissions policies at the University of Leeds are overseen by the Recruitment Committee. The Committee’s terms of reference are to:

- To monitor the quality of Undergraduate and Taught Postgraduate, Home/EU and International student admissions and recruitment in the University, ensuring integrity and alignment of processes with the University’s strategic aims, reporting to the Portfolio Steering Group;
- To promote fairness, inclusion, consistency and transparency in the University’s recruitment and admissions practices;
- To formulate University policies, regulations and procedures for the admission of both Home/EU and International students to Undergraduate
and Taught Postgraduate awards in response to internal and external initiatives and to oversee the implementation and effectiveness of these;

- To monitor compliance in relation to the University Admissions Policy, relevant University Quality Assurance statements and external Codes of Practice;
- To oversee the University’s outreach and widening participation strategy;
- To monitor and review the University’s performance in relation to the Access Agreement;
- To oversee and measure the success of the University’s recruitment and admissions process against key performance indicators;
- To receive from central services and/or faculty recruitment committees/working groups recommendations about admissions and recruitment issues which require cross-faculty or University-wide action, to advise on appropriate action, and to make relevant recommendations to Taught Student Education Board;
- To promote the dissemination of best practice in recruitment and admissions across the University, to identify development and training needs for admissions staff and to ensure that these needs are met;

3.2 Role of the Student Education Service

Admissions decisions at the University of Leeds are ultimately made by Academic Schools and/or Faculties. The Student Education Service (SES) is responsible for managing the admissions procedures in line with the University’s admissions policies, providing support, training and advice to its staff, enquirers and applicants.

3.3 Guidance for Admissions Staff

All members of staff with responsibility for the admissions process are given appropriate guidance in order to fulfil their roles competently and in line with this policy. Structured guidance is given in light of any national or institutional changes to admissions policy or procedures and ongoing counsel is provided to all admissions staff in the SES.

3.4 Transparency

The University is committed to providing accurate and clear communication of information that will support students to make an informed decision about their course. The University requires Academic Schools to publish guideline entry requirements for all undergraduate programmes in all relevant communications, for example the University of Leeds Undergraduate Prospectus and a range of UCAS publications. Additionally the University requires Academic Schools to publish local level admissions policies, which support this main University policy and provide applicants with more detailed information about programme specific selection criteria and processes.

Information on the entry qualifications of applicants accepted in previous years and other statistical data may be found on the website www.unistats.com.
3.5 Consistency

In order to ensure consistency and fairness, the general principles and procedures set out in this policy are followed by all Academic Schools. The University acknowledges that admissions processes will vary to some extent across subject areas depending on the nature of the programme. Any variations in process will be detailed in School Admissions Policies.

3.6 Monitoring

This policy is reviewed annually by the Recruitment Committee and, where appropriate, policies and procedures for the admission of students to undergraduate programmes may be revised in line with changes to the internal and external admissions environment.

The admissions policy and practice of Academic Schools is reviewed annually by Faculty Committees who will make recommendations to the University of Leeds Recruitment Committee for approval.

Section 4 Admissions Requirements

4.1 Selection Principles

The University of Leeds operates a fair and equitable selection process ensuring due consideration is given to all applicants who apply by the relevant closing date. Achievement or predicted achievement of the required qualifications does not necessarily guarantee an offer of a place. All selection decisions are made on the basis of merit which may include academic and non-academic criteria for admission to the relevant programme of study.

The selection criteria must treat all students fairly and equally, and not discriminate unlawfully because of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

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/.

4.2 General Entrance Requirements

Applications are assessed by admissions staff on the basis of information provided on the application form. All applicants are assessed as individuals and are given fair and equal opportunity to demonstrate relevant skills and provide supporting information where required. In some cases the selection process may include other steps for example interviews, auditions or the submission of supplementary work in addition to the information provided on the application form. The criteria for assessment vary across different programmes and full details will be provided in the relevant School Admissions Policy. Academic and non-academic entrance requirements are reviewed annually in line with the University’s aim to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education on their chosen programme. Academic Schools, their Admissions Tutors and administrators should consider exercising flexibility where appropriate in response to individual applicants requesting adjustments to assessment methods.
Any unsupported or inaccurate claims within an application may invalidate the application and may lead to the applicant being rejected.

In order to comply with the requirements of relevant professional bodies, applicants to certain vocational or professional courses may be required to pass checks by the Disclosure and Barring Service (formerly a Criminal Records Bureau check), or to demonstrate medical fitness to practise prior to being admitted. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

4.3 Qualifications

4.3.1 Minimum Requirements
The University of Leeds considers applicants with a wide range of UK, European and International qualifications for admission to our undergraduate programmes. For all courses applicants must have a minimum acceptable level of literacy (typically grade C or above in GCSE English or its equivalent) and numeracy (which varies from course to course).

The typical minimum entry requirement for admission to an undergraduate degree programme at the University of Leeds is a pass in a combination of five subjects in GCSE/GCE ‘A-Level’ examinations or equivalent including:

- At least grade A*, A, B or C in English at GCSE or its equivalent, and
- At least two subjects at grade A*-E in GCE A-Level' examinations or their equivalent.

Applicants must also satisfy the particular requirements of the course to which they are applying, which may include specific grades in named subjects in GCE A or AS, or GCSE level examinations or equivalent, or in other named examinations.

Applicants who are uncertain about the requirements for a particular degree programme are advised to refer to the relevant School admissions policy and/or contact the University prior to making an application. The contact details for the Admissions Enquiries can be found at the end of this policy.

4.3.2 Acceptable qualifications
Each application will be considered individually while seeking to admit students with the potential to succeed on their chosen degree course. This may be demonstrated in a number of ways through different qualifications and combinations; however applicants are expected to have demonstrated the ability to study at a progressive and concentrated level.

The University welcomes applicants with other relevant level 3 qualifications including, but not limited to, Scottish Highers, Welsh Baccalaureate, International Baccalaureate, Access to Higher Education Diploma, BTEC, Advanced Diploma and the Cambridge Pre-U. Admissions staff will formulate offers on an equivalent basis with other level 3 qualifications. For details of our accepted qualifications see https://www.leeds.ac.uk/info/128005/applying/31/accepted_qualifications

Please see Appendix A for a range of UK entry requirements.
We recognise the value, effort and enthusiasm applicants make in the Extended Project. Individual Academic Schools will decide whether they will be using the Extended Project in their offer making and we encourage you to provide further information on your project in your personal statement and if invited, at interview.

In some cases admissions tutors may wish to make an alternative offer to applicants, one of which involves successful completion of the Extended Project (e.g. AAA at A level or AAB plus A in the Extended Project). Please contact the relevant admissions team for further information.

Unless otherwise stated in the programme entry requirements, the University excludes General Studies and Critical Thinking from our offers but these are welcomed as a 4th subject and when presented with good grades, may be considered where applicants narrowly miss their offers in August.

We recognise that some A-level students will no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds.

Functional Skills English may be accepted in lieu of GCSE English grade C by some Academic Schools; however it is recommended applicants contact the School before applying. Applicants may be asked to submit a piece of written work which they have completed as part of this qualification.

If an applicant has achieved GCSE Maths grade C, but the future course of study requires a GCSE Maths grade B or A, Core Maths may be accepted and included in an offer. Core Maths will not be accepted in lieu of A-level Maths.

4.3.3 English language requirements
Teaching, assessment and student support will take place in English, unless otherwise stated. Schools must be confident that the candidate has the proficiency in the English language necessary to succeed on the programme of study.

Applicants for whom English is not their first language may require an English language qualification to gain entry to the University of Leeds and will be made an offer which is conditional on successful completion of one of the approved tests, or one of the University of Leeds pre-sessional English Language courses. A list of applicants who are not required to undertake further English language tests can be found in Appendix B, Section 1. A list of acceptable language qualifications and the minimum pass level required are detailed in Appendix B, Section 2. It should be noted that some schools, faculties or programmes specify higher requirements than the University minimum.

Please note that for applicants submitting applications for programmes with an English language requirement that is higher than the University minimum, the applicant must undertake an English language test to meet the requirement and the list shown in Appendix A, Section 1 is not applicable.

Even students with high language scores can find they need additional language support before and during their degree studies at the University of Leeds. The Language Centre offers a range of classes throughout the year,
including pre-sessional intensive English courses for academic purposes from July to September. Details of programmes and contact details for the Language Centre can be found on our website at: http://www.leeds.ac.uk/arts/info/125008/english_language

Where an applicant has already satisfied the English language requirements and subsequently provides further evidence that falls below the University’s or the UKVI’s entry requirements, the offer must be revised as follows:

- An unconditional offer, made on the understanding that English language proficiency was met, will be changed to conditional upon evidence of a level of at least UKVI minimum of CEFR Level B2. For example, an IELTS test with an overall score of 6.5 taken in 2014 would be overridden by an IELTS test with an overall score of 5.0 taken in 2015, making the offer conditional on English.

- An offer which would normally not need additional evidence of English language proficiency, due to having met this requirement using alternative qualifications, will be made conditional on English if the most recent evidence provided is below CEFR Level B2. For example, an Indian XII or a Bachelor degree from Nigeria taken in 2009 would be overridden by an IELTS test with an overall score of 5.0 taken in 2015, making the offer conditional on English.

- Where more recent evidence is provided which does not meet the English entry requirements for the programme, but exceeds the UKVI minimum of CEFR Level B2, it is at the discretion of the Academic School whether an English condition should be made.

### 4.4 Applicants who have non-UK qualifications

Admissions staff have experience in considering a wide range of international qualifications against the University’s entry requirements. Information for international applicants can be found on the University of Leeds website at http://www.leeds.ac.uk/international.

Prospective applicants who wish to discuss whether their qualifications will meet the University’s entry criteria should contact the Admissions Enquiries Office (see Section 7). The University works with a network of representatives across the globe who can give informed advice on all matters relating to life in Leeds and applicants and enquirers may be referred to one of the University’s regional offices.

### 4.5 Widening Participation

#### 4.5.1 Access to Leeds and Realising Opportunities Schemes

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two of the following criteria are eligible to apply for the Access to Leeds scheme:

- From a household with an annual income of £25,000 or below OR in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education
• Attends, or has attended, a school which achieved less than the national average of 5 A* to C passes (including English & Maths) at GCSE
• Only option is to attend a local university
• Studies disrupted by circumstances in their personal, social or domestic lives
• Live in a geographical area with low levels of progression onto higher education
• Living or grew up in public care.

Access to Leeds applicants receive special consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be the equivalent of two A Level grades (across two of three A levels, if taken), or an equivalent reduction where alternative qualifications are offered, below the standard offer, conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice. Access to Leeds students are 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 http://www.leeds.ac.uk/info/128005/applying/33/alternative_admissions/2

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

The University offers a range of financial support to academically able students from less affluent backgrounds to ensure they are not deterred from progressing to higher education because of financial reasons. We offer comprehensive financial support to help with the costs of studying. Support from us does not have to be repaid. Further details can be found on our website at http://www.leeds.ac.uk/info/116000/undergraduate.

4.5.2 Extended Degrees with Foundation Years
The section that follows covers all of the University’s Extended Degrees with Foundation years except the BSc Studies in Science. This is a conversion course for students who have not taken the pre-requisite subjects at A level (or equivalent) for admissions to a science degree. Applicants for this course are expected to achieve the level of grades required by their chosen subject degree at A level (or equivalent). Eligible candidates may also receive an alternative offer through Access to Leeds.

As part of its commitment to widening participation, the University also offers a range of extended degree programmes (both full and part-time) which are designed for those who do not have the formal qualifications for immediate entry on to a degree programme, but who have the potential to succeed. Additional entry criteria applies to these programmes. These enable students to prepare for degree study and gain the necessary academic background. Students who successfully complete the foundation stage progress to year 1 of an appropriate degree course. Excellent financial support is available. For more information, contact the Lifelong Learning Centre, lifelonglearning@leeds.ac.uk.
Applicants to our full-time programmes must live permanently in the UK and meet at least one of the following:

- Permanent address is in a neighbourhood with low progression to higher education
- Attended a school which achieved less than the national average of 5 A*-C passes at GCSE
- Grew up in public care.

Applicants for extended degrees who have left compulsory education within the last three years, or taken three A levels (or equivalent) in the last three years, must, at entry:

- meet the minimum entry requirements of the University for GCSE and/or numeracy
- have achieved the minimum entry requirements for the programme at A level (or equivalent).

Candidates who have not taken three A levels (or equivalent) within the last three years and/or who do not meet the minimum GCSE requirements may be asked to demonstrate evidence of their capabilities through the University’s own entry processes. These may include a combination of interviews, group work, presentations, portfolios or other written work as relevant for the programme to which they are applying. It may also include tests in English and/or maths/numeracy set by the Lifelong Learning Centre which are designed to indicate whether a candidate has the capacity to achieve the entry requirements in these subjects for their chosen programme by the time they enter level 1 of the degree.

Applicants for full-time extended degrees should apply through UCAS online at www.ucas.com (see section 5.2). Those applying for our part-time foundation year (BA Interdisciplinary Studies) do so via direct entry (see section 5.1).

4.6 Fees and Financial support

All students are expected to have made arrangements to meet the tuition fee payment requirements before accepting their offer. For information about tuition fee payment options please visit http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fees

Eligible UK or EU students, whether full-time or part-time, will be able to apply for financial support from the government to help with tuition fees and living costs through a repayable loan.

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 us.

For further information on Financial Support, please visit http://www.leeds.ac.uk/yourfinances. The University of Leeds currently offers a wide
range of scholarships and bursaries that provide funding for students to undertake undergraduate study at the University. Further details can be found on our websites at http://www.leeds.ac.uk/info/128004/fees_and_funding/28/leeds_financial_support_non-repayable and http://www.leeds.ac.uk/info/128007/scholarships_non-repayable. There may also be scholarships or bursaries available through the Academic School, details of which can be found in the individual school policy.

4.7 Re-sits

The eligibility of students who are undertaking a further attempt at an entry qualification is an academic decision taken by the relevant Academic School. Applicants in this situation are advised to check the relevant School Admissions Policy.

4.8 Advanced Entry

Accreditation of prior learning is a process undertaken by the University in order to assess and, as appropriate, recognise prior experiential learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study. Credit Transfer is the process by which the University accepts credit arising from prior certificated learning, either awarded by itself or another institution, as contributing to an award of the University.

Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant School. Applicants are advised to check the relevant School Admissions Policy for further information.

4.9 Age and Safeguarding

The University recognises someone’s young age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf.

4.10 Disabled applicants

The University welcomes applications from disabled people¹. The University will make reasonable adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

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 on 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.
Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to disclose their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate 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 through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied. Disabled Students’ Assessment and Support can be contacted at disability@leeds.ac.uk.

If any candidate 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 4.13 below.

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/.

4.11 Applicants with other health-related issues

This section deals with other health-related issues,² which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Academic School as soon as possible if their health is likely to impact on their ability to engage with the admissions process. Offers made to some programmes such as Dentistry and Medicine are conditional upon a satisfactory medical examination to be undertaken before the commencement of studies. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

If any candidate feels that their prior ill health 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 4.13 below.

4.12 Support for applicants who are pregnant

In line with the University policy on support for students who are pregnant or have young children (available from http://www.equality.leeds.ac.uk/university-policies-2/), applicants who are pregnant are advised to inform their Admissions Tutor at an early stage. This is so that consideration can be given to appropriate support being available from the start of their programme of study.

4.13 Applicants who have faced exceptional circumstances

If any candidate feels that any disability, prior ill-health – or other personal circumstance (for example, bereavement, or other difficult home or family circumstances) – may have affected their previous education, or grades received in past examinations, then they are welcome to contact the relevant School to discuss this further. All formal requests for mitigating circumstances which are supported by a full declaration about the nature of the circumstances will be taken into account in the admissions process.

² Which are not classed as a “disability”.
Where those circumstances are affecting, or have affected, current studies the correct course of action should be to notify the relevant exam board of those circumstances. Whilst you are welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades are what will be used when making a decision.

4.14 Applicants seeking deferred entry

The University of Leeds welcomes applications from students who wish to spend time gaining experience of work, voluntary service or travel after leaving school or college. This intention should be stated on the UCAS application unless the individual intends to apply for entry during the gap year. Applicants who take a gap year should be aware that they may be required to attend an interview and all applicants seeking deferred entry are advised to check the relevant School Admissions Policy for further information.

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, they must contact the Academic School.

4.15 Applicants wishing to reapply

Applicants who wish to reapply should contact the relevant School prior to making an application. 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 is 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.

4.16 Fraudulent statements, plagiarism and omissions

The University of Leeds follows the UCAS procedures on fraudulent statements and omissions. Applicants should not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application process including after an offer is made. Should this occur the University reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.

The UCAS Similarity Detection Service processes all personal statements received in support of an application in order to identify statements that show similarity. Both the applicant and the University will receive notification from UCAS of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of the University of Leeds, applicants who are identified by the UCAS Similarity Detection Service may be given the opportunity to submit a new personal statement in support of their application.

4.17 Criminal convictions

The University has a Policy statement on students with criminal records at http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf. 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.

Where indicated in the prospectus or on the University’s website, specific programmes may involve regular access to children and/or vulnerable adults, and applicants may be required to undertake with satisfactory results, certain checks with the Disclosure and Barring Service. The University will send further instructions as part of the admissions process where this is the case.

Section 5 Admissions processes for full-time study

5.1 Direct applications

Applicants to the International Foundation Year must choose the undergraduate degree programme they wish to join prior to submitting an application directly to the University. Further information about the International Foundation Year and a downloadable application form can be found at [http://internationalfoundationyear.leeds.ac.uk/home/](http://internationalfoundationyear.leeds.ac.uk/home/). Applications may also be made directly to the University online at [http://internationalfoundationyear.leeds.ac.uk//applying/](http://internationalfoundationyear.leeds.ac.uk//applying/).

5.2 UCAS process

Applications for admission to full time undergraduate degree courses must be made through UCAS online at [www.ucas.com/apply](http://www.ucas.com/apply). Overseas and European students should also apply online through UCAS in the same way as students residing within the United Kingdom.

5.3 Application Deadlines

All applications for undergraduate courses starting in September should be received by UCAS by the deadlines of:

- 15 October of the previous year for Medicine and Dentistry and
- 15 January of the same year for all other programmes

Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places. Some Academic Schools may consider applications after 15th January where places are still available; however, applicants are advised to check the relevant School Admissions Policy and with the School before making a late application.

5.4 Communication with applicants

Formal responsibility for acknowledgement of applications and communication of the outcome rests with UCAS. The University of Leeds will automatically send an acknowledgment when an application is submitted via UCAS. Some Schools may also acknowledge receipt of individual applications and communicate directly with the applicant during the application process.
5.5 Offers

5.5.1 Conditional offer
A conditional offer means that the University of Leeds will offer an applicant a place providing certain conditions are met. Usually conditions are based on the completion of outstanding qualifications or meeting minimum English language requirements. Other conditions may include criminal record and health checks. Conditional Offers may state the grades that must be achieved and/or specific grades in named subjects.

Each offer is specific to an applicant’s individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

5.5.2 Unconditional offer
An unconditional offer means that an applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme of study at the University of Leeds.

5.5.3 Unsuccessful application
Applicants will receive an unsuccessful response if the University has decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons and should be aware that many of the programmes at the University of Leeds receive far more applications than the number of places available. Applicants who are unsuccessful in gaining a place on their chosen programme and wish to find out the reason for this should, in the first instance, refer to the academic and non-academic entry requirements stated in the relevant Schools Admissions Policy.

5.5.4 Withdrawn application
An application may be withdrawn either by the applicant, or by the University. In most cases if the University withdraws an application the reason will be displayed on UCAS Track. The University reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. In cases where candidates are required to attend an interview as part of the application process applications may be withdrawn if a candidate fails to attend without making contact with the University, or if an applicant is unable to attend and an alternative date cannot reasonably be found.

The above does not prejudice the University’s right to rely upon published disclaimers relating to delivery of programmes and services.

5.5.5 Feedback
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 where agreed, via email to the relevant Admissions Tutor/Officer (see Academic School policy for details) and signed by the applicant or from the email address listed on their UCAS form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.
5.6 Interviews

Applicants may be invited for interview. For some programmes an interview or audition forms part of the selection process to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the programme of study. Applicants who are invited for interview may obtain further information about the interview process from the relevant Admissions Tutor/Officer and the School admissions policy.

Applicants with a non-traditional academic background including those studying an Access to HE Diploma qualification or undertaking the Access to Leeds scheme are often invited to interview, as are students transferring from other Universities or internally from other Schools within the University of Leeds. In such cases interviews are used as an opportunity to find out more about an applicant’s qualifications, motivation and preparations for undertaking a degree.

Interviews are also designed to ensure that an applicant understands the nature and demands of their chosen degree programme and provide an opportunity to visit the School, view facilities and meet members of academic and support staff, and current students.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) will require adjustments at interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. Academic Schools are responsible for making reasonable adjustments where possible. The University’s Disabled Students Assessment and Support team should be consulted for further advice or information (e-mail disability@leeds.ac.uk).

5.7 Post-application visit days

Many Academic Schools hold post application visit days for applicants who have already received offers. These provide applicants with the opportunity to visit the School, view facilities and meet members of academic and support staff, and current students and provide a more in-depth view than the general open days.

5.8 UCAS Extra

UCAS Extra runs from February until early July and gives applicants who are holding no offers a further opportunity to make an additional application or applications. The University of Leeds will declare to UCAS the programmes for which they will accept UCAS Extra applications and these will be posted on the UCAS website at: http://www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/adding-extra-choices.

5.9 Clearing and Adjustment

5.9.1 Clearing

The UCAS clearing scheme offers a final opportunity to applicants who have not secured a place by early August. The UCAS website contains further information on eligibility to enter the clearing process.

5.9.2 Adjustment

Each year some applicants pass exams with better results than expected. The Adjustment process is for applicants who meet and exceed the conditions of their firm choice. It provides an opportunity for them to
reconsider where and what to study. The UCAS website contains further information on the Adjustment period.

5.9.3 Vacancies
The University of Leeds will publish any vacant places on our undergraduate programmes on our website www.leeds.ac.uk/vacancies and may offer them to any suitable applicants. Applicants are advised to contact the appropriate Admissions Tutor/Officer directly to enquire about possible vacancies.

5.10 Confirmation

Confirmation is the name given to the period in August each year when the University receives A level and other UK and international qualification results for any applicants who have accepted conditional offers. On the basis of these results, applicants who achieve the grades required by their conditional offer have their place confirmed. Applications from those students who have not quite met the required grades may be reviewed and their places may be confirmed if there are places still available on their chosen programme.

5.11 Complaints

The University will consider all applications fairly and effectively in line with the procedures outlined in this document.

Applicants who wish to challenge a decision to reject their application should write to, or where agreed email the Head of the Academic School to which they applied, detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision.

On receipt of a complaint, the Head of School (or nominee not involved in the admissions process) will review the decision to reject the applicant. Following this review the Head of School or nominee will write to the applicant giving grounds for their decision, normally within 14 days.

Applicants who have complained to the Head of School and remain dissatisfied may submit their complaint to the University's Complaints Officer within 14 days of the Head of School's response. This Officer (or his/her nominee) will not review academic or professional judgements that have been made but will review matters relating to process. The Officer or nominee will aim to provide a response – a reasoned judgement – within 14 days of receiving a complaint. This judgement will represent the University's final decision on the matter.

The Officer will report the outcomes of any reviews they conduct to the Recruitment Committee.

Section 6 Part Time and Mature Entry

6.1 Admissions Principles and rationale

The University welcomes applications from students from all backgrounds. The same principles and values that inform all other University of Leeds undergraduate admissions also inform part-time and mature admissions. However, this policy recognises that there are specific and necessary differences in applying to university as a mature or part-time student. One key difference is that application to university
as a part-time student is not through UCAS. Consequently, this section of the University Admissions Policy identifies key areas of non-standard entry where alternative processes and procedures are required. Otherwise the standard policy applies.

In order to help widen adult participation and to ensure fair and equal access for mature entrants wishing to study either full-time and part-time, the University provides specific services such as outreach and pre-entry and post-entry support as outlined below.

6.2 Mature applicants (full-time study)

Mature students who wish to study on a full-time basis should normally apply using standard UCAS procedures (see section 5 above). For some Academic Schools, there is also an option of direct entry in exceptional circumstances.

Mature applicants applying for full-time programmes are assessed on the basis of their UCAS form, as detailed in Section 4. An interview may also be offered as part of the entry process and this would be arranged through the relevant Academic School (see section 5.9). Where there are difficulties in meeting matriculation arrangements, applicants may be eligible to take the University matriculation tests or an alternative entry scheme, for details, see section 6.11.

6.3 Direct application for part-time study

Applicants for part-time programmes should apply directly to the University rather than through UCAS. For most part-time undergraduate programmes applicants are required to complete an application form available from the Lifelong Learning Centre; exceptions to this are listed below. Applicants are asked to provide proof of the qualifications required for the programme. Alternative methods of matriculating, or meeting the entrance qualifications, are available as detailed in section 6.11. Applicants will typically be invited for a short interview; they will be informed of the outcome of this and of any further conditions for entry such as matriculation requirements or employment relevant to the programme.

Contact details for part-time admissions are:

The Lifelong Learning Centre,
Marjorie and Arnold Ziff Building,
University of Leeds,
Leeds, LS2 9JT;
Tel: (0113) 343 3212
Email: lifelonglearning@leeds.ac.uk; Web: www.llc.leeds.ac.uk

Healthcare
For part-time study on programmes in Healthcare, contact is through the School of Healthcare Admissions, Access and Marketing Unit on 0113 343 1247, or email admissions@healthcare.ac.uk. The relevant website is http://www.healthcare.leeds.ac.uk/

Earth and Environment
Part time undergraduate applicants for Earth & Environment should apply direct to that school on 0113 343 6719/6261 or admissions@see.leeds.ac.uk.
6.4 Role of admissions staff for part-time entry

Management of the admissions process for part-time students rests with either the Lifelong Learning Centre or, for Healthcare, Earth and Environment and German, with the relevant Academic School, depending on the programme. All academic decisions are made by Admissions Tutors/academic staff. The roles of Admissions Tutors and administrators are as outlined in section 3.2. In addition, most Academic Schools offer interviews to applicants wishing to study part-time, provided they are likely to meet matriculation and/or alternative entry requirements or if they are on an approved university progression route.

6.5 Entrance requirements for part-time entry

Applicants who are uncertain about the qualifications acceptable for part-time undergraduate programmes should contact either the Lifelong Learning Centre or the relevant Academic School. The Lifelong Learning Centre offers an Alternative Entry Scheme for selected programmes for those applicants who do not have relevant formal qualifications but who can draw on equivalent work and life experience (see section 6.11 below).

6.6 Pre-entry guidance for part-time and mature students

Impartial and confidential advice and guidance for local adults who are considering returning to education are available from the Lifelong Learning Centre’s pre-entry guidance service. This service is available for those looking to study full-time or part-time. For more information applicants should contact the Lifelong Learning Centre using the contact details provided in section 6.14.

6.7 Deadlines for part-time entry

Applications for part-time undergraduate study do not follow the same UCAS deadlines and can be accepted later in the year and, in some cases, even as late as the summer. For Art History, Childhood Studies and English, the deadline for applications is 30th June. Applicants are strongly advised to check with the Lifelong Learning Centre or relevant Academic School for admission deadlines for their programme.

6.8 Communication with part-time applicants

The Lifelong Learning Centre or relevant Academic School will communicate directly with applicants to part-time undergraduate programmes.

6.9 Part-time applicants with individual needs

Prior to application, candidates wishing to study part-time and who have individual needs are encouraged to discuss this with admissions staff in the relevant School/Faculty or Lifelong Learning in the first instance. This will not prejudice their application. Applicants with a disability or health-related issue (see sections 4.10 and 4.11 above) are strongly encouraged to notify this to the University as soon as possible through the direct entry application form.

Applicants to part-time programmes run through the Lifelong Learning Centre who indicate a disability or health related issues will be sent additional information about the support available to them once they are made a conditional or unconditional offer.
6.10 Financial support for part time students

The University offers equivalent financial support to part-time students as for full-time students on a pro-rata basis. Information about the levels and kinds of support available can be found on the University website http://www.leeds.ac.uk/yourfinances.

Arrangements for assessing eligibility for financial support are different for part-time students. Further information can be found at http://students.leeds.ac.uk/info/10233/leeds_financial_support/643/eligibility

6.11 Alternative Entry Scheme for Mature and/or Part-time Applicants

The University’s Alternative Entry Scheme, run by the Lifelong Learning Centre in conjunction with teaching schools, allows applicants who do not have the relevant formal qualifications to draw on their life and work experience to demonstrate their potential for success.

To be eligible for the Scheme, an applicant must:

- be applying for a programme that specifies that prospective students may use the Alternative Entry Scheme
- have been out of compulsory education at school or college for three or more years.

The Scheme does not apply to candidates who have returned to education and taken three A levels (or equivalent) within the last three years. In such cases, the application is judged against the standard A level entry requirements of the programme (including the possibility of an alternative offer if the candidate meets eligibility criteria for Access to Leeds). The Scheme may, however, be used for those who have taken fewer than three A levels in the last three years and can also apply to those who meet A level requirements but who lack the minimum GCSE qualifications in English and or maths/numeracy.

The Alternative Entry Scheme involves satisfactory completion of assignments that are designed to enable candidates to demonstrate their skills and understanding in relation to their chosen discipline. Some assignments may be done at home within a given time-frame whilst others can involve attendance here at the University. They may take form of essays or other written tasks or involve assessment of specific knowledge or skills in, for example, mathematics. The scheme also includes University entrance tests in English and maths/numeracy for those who do not have the required GCSE qualifications. There is an administration fee for each of these tests.

Candidates who are eligible for the Alternative Entry Scheme are typically referred to the Lifelong Learning Centre by the admissions staff of the programme to which they are applying. The Lifelong Learning Centre provides a full briefing to candidates indicating the assessments that they will be required to undertake, the timescales involved and giving examples of past papers or assignments. Candidates have a named contact within the Lifelong Learning Centre with whom they can follow-up any queries that they have about the Scheme.
6.12 Outreach to adults in the community

The University is active with regional partners in promoting adult education to support progression through to Higher Education. We run study days and provide information and guidance sessions on and off-campus for adults in communities that are under-represented in higher education. These events help adults attain at GCSE, raise aspirations and improve understanding of higher education. Each year, these activities involve around 1500 participants. Our guidance sessions help adults to identify the right courses and universities for their personal and career ambitions, as well as outlining the preparation they would need for entry to higher education. Guidance and short courses are also provided in the work-place. For more information, applicants should contact the Lifelong Learning Centre using the contact details provided in section 6.14.

6.13 Support services to assist transition into university of part-time and mature students

A range of specialist services are provided by the University through its Lifelong Learning Centre to assist those who wish to study on a part-time basis and/or who identify as mature applicants. These include arrangements to support those without formal qualifications or who have been out of formal education for some time. To help widen access for such students, the University provides through the Lifelong Learning Centre such arrangements as:

- Pre-entry information, guidance and support services relevant to applicants who identify as a mature student or who wish to study part-time.
- Preparatory and foundation level programmes to assist those without the necessary formal qualifications to progress onto a part-time or full-time undergraduate programme at Leeds.
- Short summer courses and workshops to refresh academic skills, provide educational opportunity and encourage adults to consider returning to formal study.
- Support with application, admissions and registration processes, including advocacy and support for issues particular to non-standard entrants.
- Alternative Entry Scheme.

Post-entry, the Lifelong Learning Centre continues this process of transition and support, providing a welcoming ‘home’ for part-time and mature students during their time at university. Social events, a peer support scheme, and other services are provided in addition to the full range of support offered through faculties, University services and the students' union.

6.14 Contact details for part-time and mature undergraduate entry

The Lifelong Learning Centre
Marjorie and Arnold Ziff Building
University of Leeds
Leeds
LS2 9JT
Tel:  (0113) 343 3212
Email: lifelonglearning@leeds.ac.uk
Web: http://www.llc.leeds.ac.uk/
Section 7 Applicants’ Personal Data

The personal data of applicants is processed for the purposes of considering their admission in accordance with the University’s Code of Practice on Data Protection http://campus.leeds.ac.uk/dpa/code.htm. If applicants have any concerns with regard to the processing of their personal data they should contact Adrian Slater, one of the University’s Data Protection Officers, at a.j.slater@adm.leeds.ac.uk.

Section 8 Contact details and web links

8.1 Enquiries team contact details
Applicants should contact the Admissions Enquiries Team for information relating to courses and admission to the University of Leeds, details below:

Admissions Enquiries,  
University of Leeds,  
Leeds,  
LS2 9JT  
Telephone - +44 (0) 113 343 2336  
Email – study@leeds.ac.uk  
Web - www.leeds.ac.uk/undergraduate.

The Lifelong Learning Centre,  
Marjorie and Arnold Ziff Building,  
University of Leeds,  
Leeds, LS2 9JT;  
Tel: (0113) 343 3212  
Email: lifelonglearning@leeds.ac.uk; Web: www.llc.leeds.ac.uk

Healthcare
For part-time study on programmes in Healthcare, contact is through the School of Healthcare Admissions, Access and Marketing Unit on 0113 343 1247, or email admissions@healthcare.ac.uk. The relevant website is http://www.healthcare.leeds.ac.uk/

Earth and Environment
Part time undergraduate applicants for Earth & Environment should apply direct to that school on 0113 343 6719/6261 or admissions@see.leeds.ac.uk.

8.2 Email addresses

Disabled Students Assessment and Support disability@leeds.ac.uk  
Data Protection Officer a.j.slater@adm.leeds.ac.uk

8.3 Web links

Schwartz Report: http://www.admissions-review.org.uk/  
Unistats; www.unistats.com  
Accepted qualifications: https://www.leeds.ac.uk/info/128005/applying/31/accepted_qualifications  
International students: http://www.leeds.ac.uk/international  
International foundation year: http://internationalfoundationyear.leeds.ac.uk/home/ and
APPENDIX A – Range of Entry Requirements

<table>
<thead>
<tr>
<th>A levels</th>
<th>A*AA</th>
<th>AAA</th>
<th>AAB</th>
<th>ABB</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Baccalaureate</td>
<td>36 points</td>
<td>35 points</td>
<td>35 points</td>
<td>34 points</td>
</tr>
<tr>
<td></td>
<td>(18/17 HL)</td>
<td>(18/17 HL)</td>
<td>(16 HL)</td>
<td>(16 HL)</td>
</tr>
<tr>
<td>BTEC</td>
<td>D*DD</td>
<td>DDD</td>
<td>DDD/DDM</td>
<td>DDM</td>
</tr>
<tr>
<td>Cambridge Pre-U</td>
<td>D3 D3 D3</td>
<td>D3 D3 M1</td>
<td>D3 M1 M1</td>
<td>M1 M1 M1</td>
</tr>
<tr>
<td>Scottish Qualifications:</td>
<td></td>
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<tr>
<td>Advanced Highers (AH)</td>
<td>AA at AH and AAABB at H. Or A at AH and AAAAB at H. For non-AH applicants: AAAAAA</td>
<td>AA at AH and AAABB at H. Or A at AH and AAABB at H. For non-AH applicants: AAAAAA</td>
<td>AB at AH and AAABB at H. Or A at AH and AAABB at H. For non-AH applicants: AAAAAB</td>
<td>BB at AH and AAABB at H. Or B at AH and AAABB at H. For non-AH applicants: ABBBBB</td>
</tr>
<tr>
<td>and Highers (H)</td>
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<td></td>
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<tr>
<td>Welsh Baccalaureate &amp; A levels</td>
<td>Standard A-level requirements apply however some courses may accept the Welsh Baccalaureate in lieu of 1 A-level or may reduce 1 A-level grade and include the Welsh Baccalaureate, for example: AAA OR AAB and B in the Welsh Baccalaureate</td>
<td></td>
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</tr>
<tr>
<td>Irish Highers</td>
<td>A1A1AAAAA</td>
<td>AAAAAA</td>
<td>AAAABB</td>
<td>AABBBB</td>
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<tr>
<td>Access to HE</td>
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<td>University of Leeds 4 year</td>
<td>BA Arts and Humanities with Foundation Year</td>
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<tr>
<td>programmes including</td>
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<tr>
<td>foundation year</td>
<td>BSc Earth and Environmental Science with Foundation Year</td>
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<td></td>
<td>BSc Interdisciplinary Science (with Foundation Year)</td>
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<tr>
<td></td>
<td>BSc Studies in Science with Foundation Year</td>
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<tr>
<td></td>
<td>BA Interdisciplinary Studies (1 year)</td>
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</table>

APPENDIX B - Proof of English Language Proficiency

Section 1 Applicants who are not required to undertake further English language tests

Please note that this section does not apply to applicants that are submitting applications for programmes with an English language requirement that is higher than the University minimum.

The following applicants are not required to provide further English Language qualification as proof of English language proficiency:

- Graduates3 from:

Antigua & Barbuda; Australia; The Bahamas; Barbados; Belize; Botswana; Canada; Cameroon; Dominica; Fiji; The Gambia; Ghana; Grenada; Guyana; Republic of Ireland; Jamaica; Kenya; Lesotho; Malawi; Namibia; New Zealand; Nigeria; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines;

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3 Applies to graduates from institutions where the medium of instruction is English, who have normally spent a minimum of two years at this institution to complete their degree.
Sierra Leone; Solomon Island; South Africa; Swaziland; Tanzania; Trinidad & Tobago; Uganda; United Kingdom; United States of America; Zambia; Zimbabwe.

- NHS registered overseas doctors
- Those who have completed a Master’s degree in the UK or any of the above countries

Section 2  English Language Qualifications

The University recognises a wide range of English Language qualifications and where applicable, will make an offer which is based on one of the approved tests.

The minimum acceptable scores for the most commonly presented English Language Qualifications are given below. Please note that some programmes may require higher scores:

Commonly Accepted Qualifications

- IELTS (International English Language Testing System)\(^4\): an overall score of 6.0 with not less than 5.5 in listening, reading, writing and speaking.
- Pass in the Trinity College Integrated Skills in English (ISE) examinations\(^4\): II or above
- PTE Academic (Pearson Test of Academic English)*: an overall score of 60, with at least 56 in listening, reading, writing and speaking
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English: grades A – C
- University of Cambridge ESOL Examinations: Certificate in Advanced English: grades A - C
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English: grades 169 overall with no less than 162 in any component (post Jan 2015)
- University of Cambridge ESOL Examinations: Certificate in Advanced English: grades 169 overall with no less than 162 in any component (post Jan 2015)
- ibtTOEFL (Internet-based Test of English as a Foreign Language): an overall score of 87, with no less than: 20 in listening and reading, 22 in speaking, and 21 in writing
- 70% or higher in English in the Indian Standard Twelfth, together with use of English as the medium of instruction at secondary school

\(^4\) Please note, we cannot accept results from these tests that are over two years old at the start date of the course you intend to study
• Cambridge IGCSE English as a First Language: grades A - C
• Cambridge IGCSE English as a Second Language: grades A – C