

UNIVERSITY OF LEEDS
SCHOOL OF LANGUAGES, CULTURES AND SOCIETIES
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2017

This document outlines the School of Languages, Cultures and Societies Taught Postgraduate Admissions Policy for 2017 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 <http://www.leeds.ac.uk/pgtadmissionspolicy>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Languages, Cultures and Societies Taught Postgraduate Admissions Policy applies to the programmes found at the URL below, where details of which courses are offered part-time are also available:

http://www.leeds.ac.uk/arts/info/125024/postgraduate/1937/taught_ma_programmes_on_off
[er](#)

1. Principles

The School of Languages, Cultures and Societies ensures 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 Languages, Cultures and Societies will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

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/students/apply.htm>. 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 Languages, Cultures and Societies is a good first honours degree of at least a UK upper second class or equivalent.

Exceptions to this academic requirement may be made where the School is satisfied that there is evidence of substantial relevant experience. We will consider the applicant's supporting documents and may also request samples of the applicant's work where further evidence is required.

Please visit our website for programme-specific entry requirements:

http://www.leeds.ac.uk/arts/info/125024/postgraduate/1937/taught_ma_programmes_on_off
[er](http://www.leeds.ac.uk/arts/info/125024/postgraduate/1937/taught_ma_programmes_on_off)

3.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. The School of Languages, Cultures and Societies will only assess applications which are complete before the following application closing dates (except for programmes involving Specialised Translation modules or interpreting (see below):

International applicants – 28 August 2017

Home/EU – 4 September 2017

Please visit our website for information about programmes that operate earlier application deadlines:

http://www.leeds.ac.uk/arts/info/125024/postgraduate/1360/admissions_taught_postgraduate
[e](http://www.leeds.ac.uk/arts/info/125024/postgraduate/1360/admissions_taught_postgraduate)

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.

3.4 International/ Overseas students

All applications from international students are considered in line with our standard entrance requirements. Proof of English Language proficiency may be required, a list of accepted tests and exemptions from this requirement can be found in Appendix A of the University Taught Postgraduate Admissions Policy (<http://www.leeds.ac.uk/downloads/101040/applying>).

For programme-specific English language entry requirements please visit:

http://www.leeds.ac.uk/arts/info/125024/postgraduate/1937/taught_ma_programmes_on_off
[er](http://www.leeds.ac.uk/arts/info/125024/postgraduate/1937/taught_ma_programmes_on_off)

Where an applicant does not meet the English language requirements for the academic course, but does meet the requirements for the University of Leeds pre-sessional English Language courses, they may be eligible for a combined offer for the pre-sessional and Taught Postgraduate programme. Note that this may not apply to programmes with English language requirements which are higher than the University of Leeds standard.

Applicants will be informed via their offer letter if they are eligible for a combined offer, for which they will need to opt in. Applicants with a combined offer needing a CAS will receive a single CAS for the duration of their studies. Applicants must attend the pre-sessional course in order to progress onto the Taught Postgraduate programme. Failure to do so will result in the applicant being unable to join the Taught Postgraduate programme. Applicants can opt

out of this route in favour of meeting the English Language requirement by completing one of the English Language tests detailed in Appendix A, Section 2, by declining the offer and contacting tp_applications@leeds.ac.uk.

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 (lcspg@leeds.ac.uk).

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 Languages, Cultures and Societies 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.

Some of our programmes are very popular and we receive a greater number of applications than the number of places available.

3.6 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 School of Languages, Cultures and Societies. For further information please contact the Taught Postgraduate Admissions Office (lcspg@leeds.ac.uk).

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 Languages, Cultures and Societies.

Relevant voluntary or work experience may be taken into account.

In order to be considered for a programme, applicants must first submit their online application and accompanying supporting documentation, as detailed on the School website: http://www.leeds.ac.uk/arts/info/125024/postgraduate/1360/admissions_taught_postgraduate

4.1. Assessment of linguistic skills

Most School of Languages, Cultures and Societies degree programmes do not require assessment of linguistic skills as part of the application process. However, programmes in

translation and interpreting require a high level of language proficiency in each applicant's working languages. Language assessments therefore form an essential part of the selection process for these programmes and are detailed below.

4.1.1 Translation tests

Regardless of their intended programme of study, all applicants seeking to enrol for Specialised Translation modules must complete the entry test for each language pair for which they wish to be considered and submit these as part of their application. Students may only enrol for these modules having passed the relevant entry test.

The source texts and instructions for these translation tests are available to download from our website:

http://www.leeds.ac.uk/arts/info/125024/postgraduate/1360/admissions_taught_postgraduate/2

For applicants to the MA Arabic/English Translation, the MA Applied Translation Studies, the MA Audiovisual Translation Studies and the PG Dip Applied Translation Studies, a final decision will be made on the application only after the translation tests have been assessed.

For applicants to the MA Conference Interpreting & Translation Studies the Taught Postgraduate Tutor must be satisfied with the results of the translation tests before an application can progress to the next stage of assessment.

Applicants to the PG Dip Conference Interpreting do not need to take the translation tests unless they wish to enrol on Specialised Translation modules. Otherwise, they will proceed directly to the next stage of assessment.

Applicants to the MA Professional Language and Intercultural Studies may be made an offer of a place regardless of the result of the translation test. However, applicants who do not pass the relevant test(s) will not subsequently be granted access to modules in Specialised Translation.

4.1.2 Interviews

Providing they pass the first stage of assessment (see 4.1.1), applicants for the MA Conference Interpreting & Translation Studies and the PG Dip Conference Interpreting are invited for interview. The purpose of these interviews is to assess an applicant's aptitude for interpreting in their specific language combination(s).

Candidates will be interviewed by the Taught Postgraduate Tutor (or by an appropriate nominee) with the involvement of other colleagues, as appropriate.

Where possible, we interview candidates in Leeds. For applicants who cannot attend in person, we may be able to offer a Skype or telephone interview.

The interview session will also incorporate language assessment tasks. The tasks are designed to assess different aspects of a candidate's aptitude for interpreting, but no prior interpreting experience is required.

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 by the applicant. The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the types 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 School Admissions Office (lcspg@leeds.ac.uk) and signed by the applicant or sent from the email address listed on their application form.

Due to the large volume of applications received, the School of Languages, Cultures and Societies is unable to provide detailed comments to unsuccessful applicants.

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 Languages, Cultures and Societies 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 Dr Matthew Treherne, Head of School (m.treherne@leeds.ac.uk), detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision.

Full details of the complaints procedure can be found in the University of Leeds Postgraduate Admissions Policy.

4.5 Disabled applicants

The School of Languages, Cultures and Societies 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 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 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.

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. Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. 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. Disabled Students Assessment and Support can be contacted at disability@leeds.ac.uk.

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/.

4.6 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 contact 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.

4.7 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/Officer 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.

4.8 Deferred Applications

The School of Languages, Cultures and Societies 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 School Taught Postgraduate Admissions Office (lcspg@leeds.ac.uk). Deferral of a place to study is at the discretion of the School of Languages, Cultures and Societies and is strictly limited to

² Which are not classed as a "disability".

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. Except where a 2 year time limit is placed on an English Language qualification, any offer made will not be subject to change.

Applicants who wish to defer an offer of a place to the following academic year should request so via their online application portal.

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:

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.

5. Opportunities to visit

For details of open days and other opportunities to visit us, please see our webpage:

http://www.leeds.ac.uk/arts/info/125024/postgraduate/1969/open_eveningopen_day_events

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 and may be found on the Scholarships Office website:

<http://scholarships.leeds.ac.uk/>

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/125024/postgraduate/1904/postgraduate_scholarships/2

7. Contact details

Application enquiries

Admissions enquiries to the School of Languages, Cultures and Societies should be directed to:

Email: lcspg@leeds.ac.uk

Phone: 0113 343 3234 / 0113 343 0233

Taught Postgraduate Admissions
School of Languages, Cultures and Societies
G42 Michael Sadler Building
University of Leeds
Leeds
LS2 9JT