This document outlines the Online Distance Learning Centre 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 www.leeds.ac.uk/pgtadmissionspolicy) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Online Distance Learning Centre Taught Postgraduate Admissions Policy applies to the following programmes:

- MBA Business Administration (Online)

1. **Principles**

The Online Distance Learning Centre 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 Online Distance Learning Centre will treat all applicants fairly and not discriminate unlawfully on grounds of their ages; 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 submit a Request for Information form through (web link to be confirmed). Applicants will be contacted by a University of Leeds representative who will arrange a pre-application interview to assess the applicant’s eligibility. If the applicant meets the University’s application criteria they will be invited to send any supporting documentation to the University representative who will prepare an application. The applicant will review and submit the application, and can track its progress using the Applicant Portal at https://application.leeds.ac.uk.

3.2 General entrance requirements

The typical entrance requirement for the Online Distance Learning Centre 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 will be advised of these during the pre-application interview. 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: (web link to be confirmed)
3.3 Application deadlines

Applicants are encouraged to complete the Request for Information form at (web link to be confirmed) as early as possible. Each programme has up to six entry points per academic year and a University of Leeds representative will discuss these with each applicant during the pre-application interview.

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 from all applicants. Applicants for whom English is not their first language will be required to show proof of language proficiency. Details of commonly accepted qualifications are listed below:

- IELTS (International English Language Testing System): an overall score of 7.0 with not less than 6.5 in listening, reading, writing and speaking.
- Pass in the Trinity College Integrated Skills in English (ISE) examinations: ISE III (C1 level)
- PTE Academic (Pearson Test of Academic English)*: an overall score of 72, with at least 64 in listening, reading, writing and speaking
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English: grades B or above

Online Distance Learning Centre applicants will not be eligible for University of Leeds pre-sessional English Language summer courses and must ensure they meet the entry requirements prior to application.

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 complete a Request for Information form at (web link to be confirmed) and a University of Leeds representative will contact you with more information.

3.5 Admissions intake

All programmes within the Online Distance Learning Centre 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 Online Distance Learning Centre.

Relevant voluntary or paid work experience may be taken into account.

MBA Business Administration (Online)

Applicants should usually have a good first degree (UK 2:1), or equivalent qualification (however applicants without a first degree will be considered on the basis of their career to date, management or business experience, and potential for benefiting from the programme) plus at least 3 years' work experience, including in a supervisory, managerial or business capacity with demonstrable career progression.
4.1 Interviews

The Online Distance Learning Centre representatives will conduct a pre-application interview with all prospective applicants, but programme specific interviews will only be undertaken when required by the Teaching School. Suitably qualified candidates will be interviewed by telephone or online, this process will be scripted to ensure equity across all 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 any other required documents, and (where required) proof of English Language as detailed in section 3.4.

For the MBA Business Administration (Online) the Online Distance Learning Centre will require the following supporting documentation:

- Two reference letters, normally both from academic referees (see below for exceptions)
- Copies of transcripts and certificates (where available) for Bachelor’s degree and any other degree studied
- Copy of IELTS/TOEFL results (if applicable)
- Letter of sponsorship (if applicable)
- A supporting statement (see below) and CV

In the statement, we are looking for evidence of the qualities that you will bring to the programme and student community. We also want to understand how studying a programme with the Online Distance Learning Centre and Leeds University Business School will help you meet your career aspirations. Please ensure that you address the following in your personal statement:

- What skills, qualities and experiences would you bring to the programme and how will they help you succeed?
- How will the opportunity to study with Leeds University Business School help you in your academic, personal and professional development?
- What are your career aspirations and how will successful completion of this programme help you achieve them?

Your personal statement should be no more than 500 words in length, be written in English and be your own work.

We require reference letters from two academic referees as a crucial element of the selection process. Referees should not be related to the applicant and should be qualified to comment on capacity to cope with the academic demands of the programme. Reference letters should include full, clear and accurate contact details of the two referees. In exceptional circumstances, applicants applying with directly relevant work experience may nominate someone with knowledge of their employment activity to act as a second referee

The University of Leeds Taught Postgraduate Admissions Policy gives further details on the type of offers that are made.
4.3 Unsuccessful Applicants

All prospective applicants will be contacted by University of Leeds representatives for a pre-application interview and will be invited to supply supporting documentation for an application for an Online Distance Learning Centre programme if they meet the necessary requirements.

In the unlikely event that an applicant is unsuccessful and wishes to request feedback on the reason for this outcome this should be submitted in writing or via email to the relevant Admissions Contact (see below) and signed by the applicant or sent from the email address listed on their application form.

Senior Student Education Service Officer (Admissions)
Online Distance Learning Centre
Hopewell House
173 Woodhouse Lane
University of Leeds
Leeds
LS2 9JT

Email: studentenquiries.online@leeds.ac.uk

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 Online Distance Learning Centre 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 Helen Billington – Centre Education Service Manager, at the address given in 4.3, 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 Online Distance Learning Centre welcomes applications from disabled people. 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.

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 make

1 The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disable 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-t-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.
University of Leeds representatives are aware of their disability status during the pre-application interview and to indicate their disability status on their application form. 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 http://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, 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 Centre to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be discussed during the pre-application interview, and 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 disclose this information during the pre-application interview, or to the Admissions representative 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 Online Distance Learning Centre programmes have up to six entry points per academic session and it will be unlikely for applicants to require deferral for an entire year. However, in line with University policy the Online Distance Learning Centre 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 Centre. Deferral of a place to study is at the discretion of the Online Distance Learning Centre 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. 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 contact their Admissions contact.

4.9 Applicants wishing to reapply

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2 Which are not classed as a ‘disability’
The Online Distance Learning Centre representatives will conduct pre-application interviews to determine those applicants who will be given unconditional offers. This means that no applicants will fail to achieve the academic conditions of any offer and need to reapply. However, if an applicant rejects an offer for any reason they are welcome to reapply but should be aware that no guarantee can be given that another offer will be made, and the criteria for 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/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.

5. Opportunities to visit

The Online Distance Learning Centre does not offer any open days/evenings and it is not expected for any applicant to visit prior to applying or studying.

6. Scholarships & funding

The Online Distance Learning Centre does not currently offer any scholarships.

7. Contact details

Application enquiries

Admissions enquiries to the Online Distance Learning Centre should be submitted by completing a Request for Information form at (web link to be confirmed)

Last updated by Lisa Ronkowski on 10th February 2017