



## Undergraduate Admissions Policy 2018 Entry

This document outlines the Faculty of Engineering Admissions Policy for 2018 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Undergraduate Admissions Policy (<http://www.leeds.ac.uk/admissionspolicy>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Faculty of Engineering Admissions Policy applies to the following programmes:

<b>Programme</b>	<b>UCAS Code</b>
Aeronautical and Aerospace Engineering (MEng, BEng)	H410
Aeronautical and Aerospace Engineering (BEng)	H415
Applied Computer Science (MEng, BSc)	I400
Applied Computer Science (BSc)	I402
Architectural Engineering (MEng, BEng)	HK21
Architectural Engineering (BEng)	HK26
Architecture (MEng, BEng)	K1H2
Automotive Engineering (MEng, BEng)	H330
Automotive Engineering (BEng)	H335
Aviation Technology and Management (BSc)	HN42
Aviation Technology with Pilot Studies (BSc)	H460
Chemical and Energy Engineering (MEng, BEng)	H801
Chemical and Energy Engineering (BEng)	H806
Chemical and Materials Engineering (MEng, BEng)	HJ85
Chemical and Materials Engineering (BEng)	HJ90
Chemical and Nuclear Engineering (MEng, BEng)	H891
Chemical and Nuclear Engineering (BEng)	H896
Chemical Engineering (MEng, BEng)	H800
Chemical Engineering (BEng)	H805
Civil and Environmental Engineering (MEng, BEng)	H291
Civil and Environmental Engineering (BEng)	H296
Civil and Structural Engineering (MEng, BEng)	H200

<b>Programme</b>	<b>UCAS Code</b>
Civil and Structural Engineering (BEng)	H205
Civil Engineering with Project Management (MEng, BEng)	H2N2
Civil Engineering with Project Management (BEng)	H2N7
Civil Engineering with Transport (MEng, BEng)	H202
Civil Engineering with Transport (BEng)	H201
Computer Science (MEng, BSc)	G402
Computer Science (BSc)	G400
Computer Science (Digital and Technology Solutions) (BSc)	
Computer Science with Artificial Intelligence (MEng, BSc)	G702
Computer Science with Artificial Intelligence (BSc)	G700
Computer Science with High-Performance Graphics and Games Engineering (MEng, BSc)	IK68
Computer Science with Mathematics (BSc)	G4G1
Electronics and Computer Engineering (MEng, BEng)	H6B8
Electronics and Computer Engineering (BEng)	H6B7
Electronic and Communications Engineering (MEng, BEng)	H640
Electronic and Communications Engineering (BEng)	H645
Electronic and Electrical Engineering (MEng, BEng)	H600
Electronic and Electrical Engineering (BEng)	H605
Electronic Engineering (MEng, BEng)	H610
Electronic Engineering (BEng)	H615
Electronics and Renewable Energy Systems (MEng, BEng)	H631
Electronics and Renewable Energy Systems (BEng)	H636
Mechanical Engineering (MEng, BEng)	H300
Mechanical Engineering (BEng)	H305
Mechatronics and Robotics (MEng, BEng)	HH36
Mechatronics and Robotics (BEng)	HH41
Medical Engineering (MEng, BEng)	HHH6
Medical Engineering (BEng)	HHH1
Music, Multimedia and Electronics (BSc)	WGH4

<b>Programme</b>	<b>UCAS Code</b>
Petroleum Engineering (MEng, BEng)	H851
Petroleum Engineering (BEng)	H856
Product Design (MDes, BSc)	H790
Product Design (BSc)	H795

## **1. Principles**

The Faculty of Engineering 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 Faculty of Engineering 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 UCAS process**

All full time undergraduate applications must be made through the online Universities and Colleges Admissions Service ([www.ucas.com](http://www.ucas.com)) by 15<sup>th</sup> January.

The Faculty of Engineering may accept applications after the initial UCAS closing date and may participate in the UCAS Extra scheme. Post 15<sup>th</sup> January, please check our website to see if individual Schools and / or programmes are still able to accept applications.

### **3.2 Access to Leeds and Realising Opportunities scheme**

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 have attended, a school which achieved less than the national average of 5 A\* to C or 9 to 4 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 conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice as well as:

- a reduction of two A Level grades (across two of three A levels, if taken),  
OR
- an equivalent reduction where alternative qualifications are offered

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/4 (or equivalent) in the requested subject area, although many applicants to highly selective courses present with higher than the minimum GCSE requirements. For more information on Access to Leeds please refer to [http://www.leeds.ac.uk/info/128005/applying/33/alternative\\_admissions/2](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.

Applicants who do not meet the standard criteria for an offer but are Access to Leeds eligible will be considered for an offer that is "Access to Leeds only" and require successful completion of the Access to Leeds module in order to have their place confirmed. Such applicants must meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C/4 (or equivalent) in the requested subject area.

The Access to Leeds scheme is not appropriate for applicants who already hold a Higher Education qualification or those taking an Access to Higher Education or foundation qualification.

### **3.3 Deferred applications/ Gap-Year**

The Faculty of Engineering will accept applications for deferred entry subject to course availability. We welcome applications from applicants who are intending to undertake a Gap Year. We encourage such applicants to make use of the personal statement section of the UCAS application form to explain their reasons for taking a Gap Year.

Applicants who wish to defer following the submission of their application may be required to do so prior to the confirmation of a place. Applicants accepted during confirmation and clearing who do not meet the published entry requirements are not usually eligible to defer their place to the following academic year. Please contact the individual School to discuss this. For offer holders whose first language is not English, English language qualifications must also be valid at your revised start date.

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

### **3.4 Re-sits/ Re-applications**

The Faculty of Engineering will accept applications from applicants who have previously applied and/or re-sat examinations. 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 the conditions of any future offer may differ from those of the original.

### **3.5 Early Examinations**

The Faculty of Engineering recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability, this may be as early GCSEs or A-levels (or equivalent) across three years. Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting. If this has not been the case, then we advise the school provides further information as to reasons for this within the academic reference section of the UCAS form.

### **3.6 Cashed in AS Levels**

The University of Leeds is committed to ensuring that applications are considered holistically. We take a broad view of the full information available in the UCAS application form and use all the information provided as part of our decision making process.

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. AS levels do not form part of our entry requirements in the Faculty of Engineering.

We do however still encourage applicants who have sat AS Levels to declare their cashed in AS results, as alongside their predicted grades, these are a good indicator of meeting the A-Level entry requirements of the programme applied for.

### **3.7 Internal transfers**

The Faculty of Engineering will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Applicants are required to make a formal request in writing to the Admissions Team, using the contact details in section 8.2. The request should include the following information:

- Current programme of study
- Grades obtained on current programme of study
- Other qualifications held e.g. A levels and GCSEs
- Reason for request to transfer
- Interest in and knowledge of the subject area and degree programme

Transfer applicants will usually be interviewed and, depending on the time of year, may be required to complete their current year to a specified level. Applicants will be given an offer letter which clearly sets out any conditions relating to an offer of a place.

### **3.8 Advanced Entry**

Transfers from other Institutions may be considered on a case by case basis. The Faculty of Engineering will accept applications from applicants who are seeking entry to the second year. All applications must be made through UCAS. To be eligible you must demonstrate:

- You meet published first year entry requirements
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought have been met
- You have achieved the relevant % average in your first year study

Judgements on equivalence are made by the Admissions Tutor.

Entry to the third year is not always possible. Applicants wishing to apply for entry to year 3 are advised to contact the relevant School Admissions contact.

Further details of the University's policy can be found on our website at [http://ses.leeds.ac.uk/info/22177/decision-making\\_and\\_admissions\\_procedures/623/accreditation\\_of\\_prior\\_learning](http://ses.leeds.ac.uk/info/22177/decision-making_and_admissions_procedures/623/accreditation_of_prior_learning)

### **3.9 Joint Honours applications**

The University of Leeds offers the most varied selection of two-subject degrees in the country. The Faculty of Engineering does not currently offer any, but for the current range of Joint Honours programmes offered by the University of Leeds please refer to [http://www.leeds.ac.uk/coursefinder/Joint\\_Honours/201516/UG](http://www.leeds.ac.uk/coursefinder/Joint_Honours/201516/UG)

### **3.10 Extended degree programmes**

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University's extended degree programmes with foundation year. Please see Appendix A of the University of Leeds undergraduate admissions policy, or the Lifelong Learning Centre website for details <http://www.llc.leeds.ac.uk/course-directory>.

### **3.11 Age and Safeguarding**

The University recognises someone's young age (if under 18) or safeguarding position may need to be taken into account.

Where an applicant would be under 18 at the commencement of studies, a risk assessment will be undertaken by the Faculty at the point of application and additional conditions may be included in any offer of a place, full details of which will be sent to applicants with their offer letter.

Additional conditions will include, but are not limited to, the completion and return of a parental/guardian consent form and agreement to engage fully with any enhanced levels of training and supervision during normal working hours. For full details of the University policy please see [http://www.leeds.ac.uk/secretariat/documents/safeguarding\\_policy.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf)

### **3.12 International/ Overseas students**

Teaching, assessment and student support will take place in English, unless otherwise stated. Schools must be confident that candidates have the proficiency in English language necessary to succeed on the chosen programme of study and that they meet the UKVI minimum requirements to obtain a Tier 4 visa.

All applications from international students are considered in line with our standard entrance requirements, (typically expressed as GCE A-level qualifications) and we would expect predicted grades to be of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for International students for the Faculty of Engineering are detailed below:

IELTS: 6.0 overall with at least 5.5 in each component of listening, reading, speaking and writing.

TOEFL: Internet based test: 87 overall with at least 20 in listening and reading, 22 in speaking and 21 in writing

Please note that some programmes may require higher scores. Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/international/>

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants for whom English is not their first language may require an additional 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 on our Language centre website [http://www.leeds.ac.uk/arts/info/125008/english\\_language](http://www.leeds.ac.uk/arts/info/125008/english_language)

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies. Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/international/>

### **3.13 Mature applicants**

Mature students, those who will be over 21 at the point of entry, wishing to study on a full-time basis should apply using standard UCAS procedure (See section 3.1). Applicants are assessed on the basis of their UCAS form, as detailed in section 4. An interview and/or piece of assessed written work/test may also be offered as part of the entry process.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry, and information on a range of issues relevant to such applicants. For further details contact: [lifelonglearning@leeds.ac.uk](mailto:lifelonglearning@leeds.ac.uk), phone 0113 343 3212 or see [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk).

### **3.14 Part time applicants**

The Faculty of Engineering does not offer part time undergraduate programmes.

### **3.15 Disabled applicants**

The Faculty of Engineering welcomes applications from disabled people<sup>1</sup>. The University will make appropriate adjustments, with the aim of ensuring that disabled applicants have full and equal access to

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<sup>1</sup> 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

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.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to declare their disability should be aware that it may make it more difficult, or in rare cases impossible, to make the appropriate adjustments. Disabled applicants are also advised to contact the University's Disability Services 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. Disability Services can be contacted at [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk).

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.11 of the University's [Undergraduate Admissions Policy](#).

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](http://www.equality.leeds.ac.uk).

### 3.16 Applicants with a health-related issue or other mitigating circumstances

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue or additional support needs. The School sees health-related issues<sup>2</sup> as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

If a candidate feels that any disability, 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 may have affected the grades they received in past examinations, then they are 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.

Where these circumstances are affecting or have affected **current** studies the correct course of action would be to notify the relevant exam board of the 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.

### 3.17 Support of 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.

### 3.18 Criminal convictions

The University has a Policy statement on students with criminal records; [http://www.leeds.ac.uk/secretariat/documents/applicants\\_students\\_criminal\\_record.pdf](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

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definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may also include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

<sup>2</sup> Which are not classed as a "disability".

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 4: Admissions Requirements**

### **4.1 Admissions intake**

The typical annual intake through UCAS is around 600 students. The number of applications we receive is in excess of the number of places available. The figure given is for home students, including mature students and those from the European Union, International fee-paying students are considered separately and are not included in these figures.

### **4.2 Competition for places**

Programmes within the Faculty of Engineering are generally very popular and we receive a high volume of applications for the places available. Most of our applicants have an excellent academic record, typically a minimum of three GCE A-levels grade A\* - A in required subjects for their programme, although a wide range of alternative qualifications are welcomed.

### **4.3 Selection process**

All applications must be made online through the Universities and Colleges Admissions Service ([www.ucas.com](http://www.ucas.com)). 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 successful students on our degree programmes.

The selection criteria will be applied ensuring that we treat all students fairly and do not discriminate unlawfully on grounds 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/](http://www.equality.leeds.ac.uk/university-policies-2/).

### **4.4 Academic entrance requirements**

The Faculty of Engineering welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see <http://engineering.leeds.ac.uk> for details of all undergraduate programmes, entry requirements and accepted qualifications. The Faculty of Engineering sets its entry requirements to ensure success on its programmes. For this reason requirements may differ between programmes and to the minimum/guideline qualification equivalencies set out in Appendix A of the University Admissions Policy.

Applicants studying a non-standard qualification who are unable to supplement their current study with A-Level Maths, may be invited for an interview that includes a diagnostic Mathematics and/or Mechanics test. This is because we need to be sure that applicants have the required skillset, including a certain level of Mathematical literacy to ensure success on our courses.

Where an A-Level Science subject is taken, we require a pass in the practical science element, alongside the achievement of the A-Level at the stated grade.

We recognise the value, effort and enthusiasm applicants make in the Extended Project Qualification and may include it as part of an alternative conditional offer. This does not apply to programmes in all Schools - please check the entry requirements detailed for individual Schools and programmes on <http://engineering.leeds.ac.uk>



Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

#### 4.5 Personal statement advice

The personal statement of the UCAS form helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. We wish to hear about why you are interested in the field, any relevant work or other experience, details of any particular skills, interests or attributes you have which you think demonstrate your aptitude, motivation and interest in the subject area.

#### 4.6 Interviews

UK based applicants will normally be invited to attend an Applicant Day. During the visit applicants will have the opportunity to see the University and Faculty and to talk with staff and students. An informal interview or group discussion with an academic will normally form part of this process.

Our research shows that candidates find our interviews a useful, informative and interesting experience, which is why we do them. Your interview cannot have a negative effect on your offer, or the likelihood of us making you an offer. It is not 'scored' \* and any notes taken will not be used to set your offer. We may make some suggestions regarding your application, for example a change from BEng to MEng registration.

If you are invited to an interview, but are unable to attend, this will not affect your offer. However, please tell us via the booking form if you are unable to attend and we will be able to make you an offer as soon as possible. Offers for applicants who have not been in contact with us may be delayed. Telephone interviews may also be arranged for candidates unable to attend an Applicant Day (see also 6.2 below).

**\* Applicants without A-Level Maths** - as per section 4.4, applicants studying a non-standard qualification who are unable to supplement their current study with A-Level Maths, may be invited for an interview that includes a diagnostic Mathematics and/or Mechanics test. The combination of your performance in the test and the interview will be used, alongside the information on your UCAS form, when we consider whether to make you an offer. If you are invited to an interview with a diagnostic test, it is essential that you attend. If you do not attend when invited, then your application will not be considered any further and will be rejected. If you are unable to attend for any reason, you must let us know as soon as possible.

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. The School is responsible for making reasonable adjustments where possible. The University's Disability Services team should be consulted for further advice or information regarding disability related adjustments (email [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)) and the Equality Policy Unit for advice on other adjustments (email [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)).

#### 4.7 Ranged Offers

The School of Computing may make suitable candidates a lower offer (usually AAB or equivalent) where they can demonstrate interest and aptitude for the subject. As we need to discuss this with candidates, we would like to speak to you at either Open Day or Applicant day regarding this. Applicants will be encouraged to do this during the Admissions process, however any applicants who contact us and are unable to attend will be offered a telephone or Skype discussion to assess their suitability for the lower offer. Applicants who have not been in contact with us to discuss their interest and aptitude will be made the standard academic offer (AAA or equivalent).

Please note that the minimum entry requirement for BTEC and Access to HE applicants in the School of Computing remain at the published level and will not be lowered. This is to ensure adequate preparation for, and academic success on our programmes.

For International applicants, we will offer the opportunity of a telephone or Skype discussion to assess their suitability for the lower offer.

Please note that this ranged offer applies only to specific programmes in the School of Computing.

## 4.8 An Academic Technology Approval Scheme (ATAS)

The UK Government's Foreign and Commonwealth Office (FCO) operate a scheme called the Academic Technology Approval Scheme (ATAS). An Academic Technology Approval Scheme (ATAS) clearance certificate is a mandatory requirement for some undergraduate students who need an Entry Clearance or VISA to study in the UK and further information can be found on our website <http://engineering.leeds.ac.uk/atas>

## **Section 5: 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 UCAS form and performance at interview/assessment where applicable (see section 4.6). The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

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, even if the offer is deferred for entry to the following application year.

### **5.1 Results and Confirmation**

If you achieve the conditions of your offer by the 31 August, then you have a place to study in the Faculty. No other considerations are applicable.

We do not routinely award places to students who have not met their offer conditions as our courses are heavily over-subscribed. However, in certain cases and entirely at our discretion, it may be possible to offer places to students who have narrowly missed the conditions of their offer. Attendance at interview and/or any information gained at interview will not be considered as part of this process.

### **5.2 Re-marks**

The Faculty of Engineering may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, if results of these are received after 31 August. Acceptance will be at the discretion of the individual School. However, applicants may be offered a deferred place.

### **5.3 Reasons for unsuccessful applications**

Due to the volume of applications received we may have to reject students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. The UCAS forms of applicants who are unsuccessful in gaining a place on their chosen programme may be passed to the admissions tutors for other courses in which the applicant may be interested.

### **5.4 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 via email to the relevant Admissions contact, 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.

### **5.5 Complaints**

The Faculty of Engineering will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds [Undergraduate Admissions Policy](#). Applicants who wish to discuss an Admissions matter or are seeking feedback are advised to talk to the relevant Admissions Contact or Admissions Tutor in the first instance as per section 5.3. If an applicant is not satisfied with the response they should write to (or email) the Faculty Admissions Manager detailing the nature of their complaint, normally within 14 days of the decision.

Please note that complaints made on behalf of an applicant are not usually accepted – the complaint must be from the applicant themselves. Full details of the complaints procedure can be found in the University of Leeds [Undergraduate Admissions Policy](#).

## **Section 6: Opportunities to visit**

### **6.1 University open days**

The University of Leeds Undergraduate Open Days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our open day webpage: [http://www.leeds.ac.uk/info/30335/open\\_days](http://www.leeds.ac.uk/info/30335/open_days)

### **6.2 Applicant visit days**

The majority of our UK based applicants are invited to attend an applicant day, as per section 4.6. The purpose of the applicant day is to enable applicants to familiarise themselves with the School and the programme of study in order that they are able to make an informed choice, and usually involve an informal interview with an academic. These days are more in-depth than the general University Open Days, so we strongly encourage attendance.

## **Section 7: Scholarships and funding**

The University of Leeds has one of the most comprehensive financial support packages available. One in three students qualifies for a bursary and in addition we have a series of scholarships. For further information about scholarships available and other types of financial support visit [www.leeds.ac.uk/info/128004/fees\\_and\\_funding/15/](http://www.leeds.ac.uk/info/128004/fees_and_funding/15/)

The Faculty of Engineering offers scholarships and bursaries for both Home/EU applicants and International students. Details can be found on the Faculty website at [engineering.leeds.ac.uk/scholarships](http://engineering.leeds.ac.uk/scholarships)

For scholarships awarded on the basis of academic achievement, eligibility will be determined by the entry requirements and qualification equivalencies for the programme you have applied to so may differ between Schools and Programmes – please check our course listings and scholarship page for further information on these.

## **Section 8: Contact details**

### **8.1 General pre-application enquiries**

For general enquiries and information relating to courses and admission to the University of Leeds, applicants should contact the Course Enquiries Office

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

### **8.2 Post-application enquiries**

Admissions enquiries specific to the Faculty of Engineering should be directed to the relevant Admissions staff.

<b>School</b>	<b>Admissions Contact Details</b>
Civil Engineering	E: <a href="mailto:ugcivil@leeds.ac.uk">ugcivil@leeds.ac.uk</a> T: +44 (0)113 343 2262
Chemical and Process Engineering	E: <a href="mailto:ugchemical@leeds.ac.uk">ugchemical@leeds.ac.uk</a> T: +44 (0)113 343 6542

Computing	E: <a href="mailto:ugcomp@leeds.ac.uk">ugcomp@leeds.ac.uk</a> T: +44 (0)113 343 5440
Electronic & Electrical Engineering	E: <a href="mailto:ugelec@leeds.ac.uk">ugelec@leeds.ac.uk</a> T: +44 (0)113 343 2012
Mechanical Engineering	E: <a href="mailto:ugmech@leeds.ac.uk">ugmech@leeds.ac.uk</a> T: +44 (0)113 343 2116
Faculty Admissions Manager	Becky Whitaker E: <a href="mailto:R.J.Whitaker@leeds.ac.uk">R.J.Whitaker@leeds.ac.uk</a> T: +44 (0)113 343 9634
Faculty Student Education Service Manager	Louise Powell E: <a href="mailto:L.E.Powell@leeds.ac.uk">L.E.Powell@leeds.ac.uk</a> T: +44 (0)113 34 31410

Updated by Becky Whitaker on 14 June 2017