

**UNIVERSITY OF LEEDS**  
**FACULTY OF ARTS, HUMANITIES AND CULTURES**  
**UNDERGRADUATE ADMISSIONS POLICY**  
**2018**

This document outlines the Faculty of Arts, Humanities and Cultures 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 Arts, Humanities and Cultures Admissions Policy applies to programmes taught by the following schools:

- School of Design
- School of English
- School of Fine Art, History of Art and Cultural Studies
- School of History and Institute for Medieval Studies
- School of Languages, Cultures and Societies
- School of Media and Communication
- School of Music
- School of Performance and Cultural Industries
- School of Philosophy, Religion and the History of Science

Information about each of our courses is available on the University's online Coursefinder: <https://courses.leeds.ac.uk/> and on the relevant School's website – *please see section 8.2, below, for web-links.*

## **1. Principles**

The Faculty of Arts, Humanities and Cultures 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 Arts, Humanities and Cultures 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.

Schools within the Faculty of Arts, Humanities and Cultures may accept applications after the initial UCAS closing date and participate in the UCAS Extra scheme, though it is recommended that applicants check this with the relevant School, prior to application (- *see 8.2 for contact details*).

### **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 or more 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 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 decision-makers, 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", which requires successful completion of the Access to Leeds module if their place is to be 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 Arts, Humanities and Cultures will accept applications for deferred entry and welcomes applications from those 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. Please check with the relevant School for information (*see 8.2 for contact details*). For offer holders whose first language is not English, English language qualifications must also be valid at the applicant's 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 through UCAS.

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

The Faculty of Arts, Humanities and Cultures will accept applications from those who have re-submitted applications and / or re-sat examinations. Equal academic consideration is applied to such applications. Applicants who wish to reapply should contact the relevant School prior to making an application (*see 8.2 for contact details*). Any decision on the eligibility of applicants who have

previously held an offer of a place and did not achieve the academic conditions at first attempt, is an academic judgement. There can be no guarantee that another offer will be made. The conditions of any offer that is made may differ from those of the original.

### **3.5 Early Examinations**

The Faculty of Arts, Humanities and Cultures recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at a rate appropriate to their ability, such as sitting GCSEs early, or undertaking A-levels (or the 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 applicant's school to explain the 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 and takes a broad view of all information provided in the UCAS application form. We therefore strongly encourage all applicants to declare any cashed-in AS results, as (alongside predicted grades and other details provided) these are a good indicator of the applicant's ability to meet a programme's 'A' level entry requirements. Where schools do not cash in AS results, we will consider GCSE results in their place. A-level students not sitting 'AS' levels will not be disadvantaged in the decision making process – and 'AS' levels are not included in our entry requirements.

### **3.7 Internal transfers of UCAS applications**

If places are available, Schools within the Faculty of Arts, Humanities and Cultures will consider applications from those who wish to transfer their UCAS application from other programmes at the University of Leeds. Applicants, who are expected to meet the standard academic entry requirements for the programme, should contact the relevant / intended School to discuss the possibility of an application transfer (*see 8.2 for contact details*).

### **3.8 Change of Programme requests from current students of the University of Leeds**

Schools within the Faculty of Arts, Humanities and Cultures will consider applications from current students wishing to transfer from another programme at the University of Leeds. Entry may be into the first year or second year, depending on the current and intended programmes and their module content and academic comparability. Entry is also dependent upon the availability of a place and the candidate's academic record / achievement. Such students may initially consult their current School (such as their personal tutor or the relevant Education Service Officer / administrator) to discuss their wish to transfer programme.

Schools have different deadlines for the consideration of a programme transfer request for the current year of entry: some may only be able to consider a programme transfer request during the first week of semester 1; others may have later deadlines. Students applying after the deadline may have to be considered for entry in the following academic year. Students should speak to their intended School about their Change of Programme request deadline, at the earliest opportunity (*see 8.2 for contact details*).

Students are usually required to have achieved the standard entry requirements for the intended programme, though in exceptional circumstances, Level 1 achievement in their current course may count towards entry (to either Level 1 or 2). Applicants may also be required to show some examples of their written and / or practical work. A brief reference / email may be required from the student's personal tutor / other appropriate contact in their current School; and, if available, a copy of their original UCAS application.

Programme transfer requests should be emailed in the first instance to the School's Education Service Officer for Undergraduate Admissions (*see 8.2 for contact details*) and should include: the student's full name, contact details, 'A' level / equivalent and GCSE subjects and grades, details of an

Access to Leeds module pass (where appropriate), current course title, the reasons for wishing to transfer to the particular course, and, where appropriate, the name and email address of the student's personal tutor/referee or other appropriate contact in their current School.

Students considering a change of programme, should also consult the undergraduate section of their intended School's website for any further information relating to Change of Programme requirements (see 8.2. for web links).

### 3.9 External transfers from other institutions

The Faculty of Arts, Humanities and Cultures does not accept direct applications from those who wish to transfer on to a programme from another institution. All applications must be submitted through UCAS (see 3.10).

### 3.10 Advanced Entry to the second year of a programme

Schools within the Faculty of Arts, Humanities and Cultures may consider applications from those seeking 'advanced entry' to the second year of a course. Further details may be obtained through the relevant School's Education Service Officer for undergraduate admissions (see 8.2 for contact details).

Advanced entry applications must be made through UCAS, unless the applicant is a current student at the University of Leeds, in which case they will need to complete a 'Change of Programme' (see 3.8).

To be eligible for advanced entry, applicants must demonstrate that they:

- Have achieved (or will achieve) the relevant School's minimum classification average (or its equivalent) in the first year of undergraduate study in the same (or a very similar) subject area.
- Meet the intended programme's (first year) entry requirements, as outlined in the University's online Coursefinder
- Meet the intended programme's first year learning outcomes

Applicants for advanced entry will need to submit full details of modules/units studied at undergraduate level and marks achieved / expected, to the relevant School's Education Service Officer for undergraduate admissions (see 8.2 for contact details). Equivalences will be considered and assessed by the School's Undergraduate Admissions Tutor and/or other academic colleague/s.

Entry to Level 3 of a programme is not permitted.

The **School of Media and Communication** does not accept applications from those seeking advanced entry and all applications must be made to the first year.

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)

### 3.11 Joint Honours applications

The University of Leeds offers a wide range of two-subject degrees. For up-to-date information about the current range of Joint Honours programmes offered within or with the Faculty of Arts, Humanities and Cultures, please visit the University's online Coursefinder at: <https://courses.leeds.ac.uk/course-search?query=joint+honours&type=UG>.

### 3.12 Extended degree programmes

Where applicants do not have the formal qualifications required for entry to a degree course, progression on to some of our programmes 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 University's Lifelong Learning Centre website for details: <http://www.llc.leeds.ac.uk/course-directory>.

### **3.13 Age and safeguarding**

The University recognises that an applicant's 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](http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf)

Please contact the relevant School's Education Service Officer for undergraduate admissions to check details of any School-specific requirements that must be taken into account if a student under the age of 18 seeks to register with the University (*see 8.2 for contact details*).

### **3.14 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 their 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 details of minimum levels and approved tests and qualifications may be found on the University's online Coursefinder at: <https://courses.leeds.ac.uk/> and on the relevant School's website (*see 8.2 for web links*).

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants whose first language is not English 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. Details of circumstances where applicants 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 two 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/>

Overseas applicants and applicants from non-EU countries should note that student visa regulations will not normally allow study on a part-time basis.

### **3.15 Mature applicants**

An applicant who will be over the age of 21 at the point of entry to a full-time programme, is required to apply using standard UCAS procedure (*See section 3.1*). Mature applicants are assessed on the basis of their UCAS form, as detailed in *section 4*. An interview or audition and/or piece of assessed written work or portfolio of creative work may also be required as part of the admissions / assessment process. Information about entry requirements for mature students may be found in the 'Undergraduate' section of the relevant School's website (- *see 8.2 for web-link*)

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, including courses that develop students' academic skills 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).

### 3.16 Part time applicants

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre, rather than through UCAS.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, including courses that develop students' academic skills, 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).

### 3.17 Disabled applicants

The Faculty of Arts, Humanities and Cultures 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 our admissions procedures and courses. Information about disability is not used when considering an applicant's academic eligibility for their chosen programme of study. It is reviewed in order to identify their potential study-related support requirements, and their eligibility for disability-related support funding, so that the University can ensure that they are supported effectively on their 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 be 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 (<http://www.leeds.ac.uk/admissionspolicy>)

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).

### 3.18 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 Faculty of Arts, Humanities and Cultures 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 (such as 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 relevant School to discuss this further. All formal requests for mitigating circumstances that the applicant wishes to be taken into account through the admissions process should be supported by a full declaration about the nature of the circumstances.

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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 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, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

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



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 the applicant may notify (via a verified statement) the relevant university School of the circumstances, we will assume that the relevant examination board will take the circumstances into consideration and that any mitigating circumstances have been taken into account in awarding the final grades. These final grades will be used when making a decision.

### **3.19 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 the relevant School's 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.

### **3.20 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 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.

The Faculty of Arts, Humanities and Cultures is obliged to refuse admission to applicants for certain programmes that are regulated by national or statutory bodies, where enhanced DBS checks reveals prior criminal behaviour giving rise to concern for the protection of the public.

## **Section 4: Admissions Requirements**

### **4.1 Competition for places**

Programmes within the Faculty of Arts, Humanities and Cultures 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. Many of our programmes are very popular and receive significantly more applications than the number of places available. Most of our applicants have an excellent academic record, with 'A' levels / equivalent qualifications in line with, or higher than, the typical offer published for each programme. Grade requirements reflect the level of competition for places, as well as the academic / practice-based skills and knowledge required to succeed on a programme.

### **4.2 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/).

### 4.3 Academic and practice-based entrance requirements

The Faculty of Arts, Humanities and Cultures welcomes applications from those studying a range of Level 3 equivalent qualifications, where applicants have the potential to succeed on their chosen degree course. Offers are made in terms of specific grades, not UCAS tariff points.

The Faculty of Arts, Humanities and Cultures recognise the value, effort and enthusiasm applicants make in the **Extended Project** and may include it as part of an alternative conditional offer.

The following Schools / programmes also require evidence of a candidate's **creative / practical skills**, further details of which are available on the relevant School's website:

- **School of Design:** Though portfolio viewings do not usually form part of the standard admissions process, applicants may be asked to submit a digital portfolio where it is considered that further evidence of their creative/artistic ability and potential is required. This, together with their UCAS application, will be used to assess a candidate's creative skills and their suitability to study on the course.
- **School of Fine Art, History of Art and Cultural Studies:** Applicants for programmes that include a 'fine art' element, who are shortlisted for further selection, will be expected to attend an interview and portfolio assessment event in the school. Shortlisted overseas candidates will be required to submit an online portfolio of work and will be asked to take part in a Skype or telephone interview.
- **School of Music:** BMus applicants (who must have achieved ABRSM grade 8 Distinction, or equivalent), will attend an audition / interview.

Please visit the University's online Coursefinder for details about programmes' entry requirements and accepted qualifications at: <https://courses.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.

### 4.4 Personal statement advice

The personal statement section of the UCAS form helps Schools 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 subject for which they have applied. The applicant might describe skills, interests or attributes that demonstrate their aptitude, motivation and interest in the subject area, including relevant school/college/out of school activities, personal, travel or work experiences; and where relevant to the subject area, sources of inspiration for their creative practice. School websites may provide further details about information that may enhance a personal statement (*see 8.2 for web-links*).

### 4.5 Interviews

Eligible applicants will normally be invited to interview as part of the selection process for entry to the following programmes:

- **School of English**  
BA English Literature and Theatre Studies
- **School of Fine Art, History of Art and Cultural Studies:**  
BA Cultural and Media Studies



BA Fine Art  
BA History of Art  
BA Art Gallery and Museum Studies  
BA Fine Art with Museum and Gallery Studies  
BA Fine Art with Contemporary Cultural Theory  
BA Fine Art with History of Art  
BA History of Art with Cultural Studies

- **School of Languages, Cultures and Societies** (interviews for these programmes are normally conducted by telephone/Skype):
  - BA Arabic and Portuguese
  - BA Arabic and Theatre and Performance
  - BA Chinese and Portuguese
  - BA Chinese and Theatre and Performance
  - BA Cultural Studies and Portuguese
  - BA English and Portuguese
  - BA European Studies and Portuguese
  - BA Film Studies and Portuguese
  - BA French and Portuguese
  - BA French and Theatre and Performance
  - BA German and Portuguese
  - BA German and Theatre and Performance
  - BA History and Portuguese
  - BA International Business and Portuguese
  - BA International Development and Portuguese
  - BA International Relations and Portuguese
  - BA Italian A and Portuguese
  - BA Italian B and Portuguese
  - BA Italian A and Theatre and Performance
  - BA Italian B and Theatre and Performance
  - BA Linguistics and Portuguese
  - BA Management and Portuguese
  - BA Philosophy and Portuguese
  - BA Politics and Portuguese
  - BA Portuguese and Russian A
  - BA Portuguese and Russian B
  - BA Portuguese and Russian Civilisation
  - BA Portuguese and Theatre and Performance
  - BA Portuguese and Theology and Religious Studies
  - BA Russian A and Theatre and Performance
  - BA Russian B and Theatre and Performance
  - BA Spanish and Theatre and Performance
  - BA Thai Studies and Theatre and Performance
  
- **School of Music:**
  - BA Music
  - BMus Music (Performance): *BMus applicants are also be required to attend a music audition*
  - BA Music with Enterprise
  - BSc Music, Multimedia and Electronics
  - MArts / BA Music and Music Psychology
  
- **School of Performance and Cultural Industries:**
  - BA Theatre and Performance

Applicants who live overseas or cannot attend the interview in person for other substantial reasons, may be offered, where appropriate, the opportunity of a telephone or Skype interview, which will be arranged in advance with adequate notice.

Interviews do *not* form part of the standard admissions process for other programmes, whose applicants are assessed solely on their academic (and where appropriate, creative) aptitude and potential using information provided in their UCAS application and (where appropriate) as evidenced through samples of their creative work (- see 4.3). However, where it is felt that an interview would be of particular benefit to the applicant or where it is considered that further information is required to assess a candidate's potential, applicants may be invited to attend an informal interview. An interviewee's experience, skills and knowledge will be considered in relation to the academic and, where appropriate, practical demands of the programme. Full details about selection activities may be found on the relevant School's website (- see 8.2 for web-link).

Some applicants (such as those who are disabled or those 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)).

## **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 in the UCAS form and performance at interview and/or other selection activities, where applicable (see section 4.). The University of Leeds **Undergraduate Admissions Policy** gives further detail on the type of offers that are made. Each offer is specific to an individual applicant's qualifications and circumstances.

### **5.1 Confirmation**

Each offer and confirmed place relates to an individual's particular 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. This also applies if the offer is deferred for entry to the following application year.

### **5.2 Examination / assessment re-marks**

The Faculty of Arts, Humanities and Cultures may not be able to confirm a place for the forthcoming academic session following an improved final grade after a re-mark. However, applicants may be offered a deferred place or invited to reapply through UCAS during the following academic year.

### **5.3 Deferred applicants**

Where a deferred applicant does not meet the conditions of their offer they may not have their place confirmed.

### **5.4 Reasons for unsuccessful applications**

All UCAS forms are carefully reviewed by the Admissions Team to determine whether an offer of a place can be made. An application may be unsuccessful on the basis of actual/predicted academic qualification grades, the information provided in the personal statement, or other criteria. If a place cannot be offered on the original programme of application, a UCAS form may be passed to the assessors of other courses that may be of interest to the applicant.

### **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 emailed from the address provided on the applicant's UCAS form. Requests should be addressed to the relevant School's Education Service Officer for undergraduate admissions (- see 8.2 for contact details).

## 5.6 Complaints

The Faculty of Arts, Humanities and Cultures 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 challenge a decision to reject their application may wish to discuss the matter in the first instance with the relevant School's Education Service Officer for undergraduate admissions (- see 8.2 for contact details) to discuss the reason for the decision. Should they wish to pursue this (or any complaint) further, they should write to, or email the Admissions Manager, Faculty of Arts, Humanities and Cultures, 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 [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

Applicants made an offer by the following Schools are invited to attend a post-application visit day: Design; English; History; Languages, Cultures and Societies; Media and Communication; Philosophy, Religion and History of Science.

Attendance at an event is not compulsory and does not form part of the selection process, though it is strongly recommended as an opportunity for applicants to familiarise themselves with the School and programme for which they have applied, so that they are better able to make an informed choice about whether or not to accept their offer. Unless applicants are specifically informed in advance, they will not be required to undertake an interview as part of this visit.

Applicants to the following Schools / courses will undertake an informal interview as part of their visit day. This will take place prior to a decision being made on their application and is part of the selection process:

- **School of Music:** BMus applicants will also be auditioned as part of their open day visit
- **School of Performance and Cultural Industries:** Applicants will participate in an interview and workshop as part of the selection process
- **School of Fine Art, History of Art and Cultural Studies:** The interview is the main focus of the visit day. Candidates for all programmes except BA Art History and BA Cultural and Media Studies are interviewed.

## 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 [http://students.leeds.ac.uk/info/10210/paying\\_fees\\_and\\_charges/604/tuition\\_fees](http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fees)

For scholarships awarded on the basis of academic achievement, eligibility will be determined by the entry requirements and qualification equivalencies for the programme of application, which may differ between Schools and Programmes. Please check our course listings and scholarship page for further information on these.

## **Section 8: Contact**

### **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:

Admissions 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**

For further course / School specific information, applicants may view the University's online Coursefinder and the undergraduate section of the relevant school's website. Any further queries may be directed to the School's Education Service Officer for undergraduate admissions, via the contact details below:

#### **School of Design**

Website: [www.design.leeds.ac.uk/ug/](http://www.design.leeds.ac.uk/ug/)  
Email: [texug@leeds.ac.uk](mailto:texug@leeds.ac.uk)  
Tel: 0113 343 0118

#### **School of English**

Website: [www.leeds.ac.uk/english](http://www.leeds.ac.uk/english)  
Email: [artsadmissions@leeds.ac.uk](mailto:artsadmissions@leeds.ac.uk)  
Tel: +44 (0) 113 343 4759

#### **School of Fine Art, History of Art and Cultural Studies**

Website: <http://www.fine-art.leeds.ac.uk/ug/>  
Email: [finadm@leeds.ac.uk](mailto:finadm@leeds.ac.uk)  
Tel: 0+44 (0) 113 34 31822

#### **School of History and Institute for Medieval Studies**

Website: [www.leeds.ac.uk/history](http://www.leeds.ac.uk/history)  
Email: [artsadmissions@leeds.ac.uk](mailto:artsadmissions@leeds.ac.uk)  
Tel: +44 (0) 113 343 1888

#### **School of Languages, Cultures and Societies**

Website: [www.leeds.ac.uk/lcs](http://www.leeds.ac.uk/lcs)  
Email: [artsadmissions@leeds.ac.uk](mailto:artsadmissions@leeds.ac.uk)  
Tel: +44 (0) 113 343 6533

#### **School of Media and Communication**

Website: [www.media.leeds.ac.uk/](http://www.media.leeds.ac.uk/)  
Email: [mediaug@leeds.ac.uk](mailto:mediaug@leeds.ac.uk)  
Tel: + 44 (0) 113 343 5809

#### **School of Music**

Website: <http://music.leeds.ac.uk/ug/>  
Email: [music@leeds.ac.uk](mailto:music@leeds.ac.uk)  
Tel: +44 (0) 113 343 2583

**School of Performance and Cultural Industries**

Website: <http://www.pci.leeds.ac.uk/ug/>

Email: [pciug@leeds.ac.uk](mailto:pciug@leeds.ac.uk)

Tel: +44 (0)113 343 8710

**School of Philosophy, Religion and the History of Science**

Website: [www.leeds.ac.uk/prhs](http://www.leeds.ac.uk/prhs)

Email: [artsadmissions@leeds.ac.uk](mailto:artsadmissions@leeds.ac.uk)

Tel: +44 (0)113 343 8068