



Taught Postgraduate Admissions Policy 2018 Entry

This document outlines the Faculty of Engineering Taught Postgraduate Admissions Policy for 2018 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Taught Postgraduate Admissions Policy (www.leeds.ac.uk/pgtadmissionspolicy) and should be considered alongside this document. This policy will be reviewed on an annual basis. The Faculty of Engineering Taught Postgraduate Admissions Policy applies to the following programmes:

| Programme | JACS Code |
|----------------------------------------------------------|-----------|
| MSc Advanced Concrete Technology (Distance Learning)** | D884 |
| MSc Advanced Computer Science (Cloud Computing) | I100 |
| MSc Advanced Computer Science (Data Analytics) | I100 |
| MSc Advanced Computer Science (Intelligent Systems) | I100 |
| MSc Advanced Mechanical Engineering* | H300 |
| MSc Aerospace Engineering | H400 |
| MSc Advanced Computer Science | I100 |
| MSc Automotive Engineering* | H330 |
| MSc Chemical Engineering | H810 |
| MSc Communications and Signal Processing | H600 |
| MSc Digital Communications Networks | H640 |
| MSc Electrical Engineering & Renewable Energy Systems | H600 |
| MSc Electronic & Electrical Engineering | H600 |
| MSc Embedded Systems Engineering | H600 |
| MSc Energy & Environment | H221 |
| MSc Engineering Project Management* | H200 |
| MSc Engineering, Technology and Business Management | H620 |
| MSc Environmental Engineering & Project Management | H220 |
| MSc High-Performance Graphics and Games Engineering | I100 |
| MSc International Construction Management & Engineering* | H200 |
| MSc Materials Science and Engineering | G591 |
| MSc Mechatronics and Robotics | H730 |
| MSc Medical Engineering* | H390 |
| MSc Mobile Computing and Communications Networks | I120 |
| MSc Oilfield Corrosion Engineering | J230 |
| MSc Petroleum Production Engineering | H850 |
| MSc Structural Engineering* | H200 |
| MSc Water, Sanitation and Health Engineering | H200 |

**These programmes are offered both full and part time. Please follow the application process as detailed below for either route. All other programmes without an * are only offered full time.*

***Advanced Concrete Technology programme is only offered as part-time distance learning.*

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 How to apply

All applicants for taught postgraduate programmes are encouraged to apply online at www.leeds.ac.uk/students/apply.htm. If applicants apply online it is possible to track the application at each stage of the process and it is recommended that you check the portal regularly for updates.

For overseas applicants it is important to upload all academic transcripts to the portal to enable us to assess suitability and CAS and Visa documents if you have studied in the UK previously, as failure to upload these may result in a delay to your application.

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/.

3.2 General entrance requirements

The typical entrance requirement for the Faculty of Engineering programmes is a good undergraduate honours degree equivalent to at least UK second class or higher. Criteria for entry to individual programmes of study may be higher and applicants are advised to check with the relevant School prior to applying. Exceptions to this academic requirement may be made when applicants can demonstrate significant relevant non-standard or professional experience and their potential for benefiting from the programme is clear. For programme specific entry requirements please visit www.engineering.leeds.ac.uk

3.3 Academic Technology Approval Scheme (ATAS)

An Academic Technology Approval Scheme (ATAS) clearance certificate is a mandatory requirement for some postgraduate students who need an Entry Clearance or VISA to study in the UK and further information can be found on our website engineering.leeds.ac.uk/atas

3.4 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. The Faculty of Engineering will only consider applications made before

31 July – International Applicants *

10 September - Home/EU applications **

If you intend to apply for funding, you should submit an application for a place at least one month before any specific scholarship deadline. International students are particularly advised to submit applications as early as possible to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK. Furthermore, an offer of a place is needed for many of the scholarships available to international students and closing dates can often be early in the year.

*** Any applications submitted after this deadline may be considered on a case by case basis. Students need to be here for the start of teaching wherever possible and in most cases cannot usually start any later than two weeks into teaching. Late application and late registration is entirely at the discretion of the individual School (or programme) and may not always be possible. Please contact the relevant School for further information.**

****Some courses may have an earlier deadline, particularly where Accreditation of Prior Learning needs to take place. Please check the individual course information on our website for further details www.engineering.leeds.ac.uk.**

3.5 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. Proof of English Language proficiency will be required and minimum levels and approved tests for the Faculty of Engineering are detailed in the University of Leeds Taught Postgraduate Admissions Policy www.leeds.ac.uk/pgtadmissionspolicy

Our standard English Language requirement are:

IELTS with an overall score of 6.5 with no less than 6.0 in listening, reading, speaking and writing.
TOEFL: Internet based test: 92 overall with at least 21 in listening and reading, 23 in speaking and 22 in writing.

Please note that some programmes may require higher scores.

Where an applicant does not meet the English language requirements for the academic course, but does meet the requirements for the University of Leeds pre-session English Language summer courses, they may be eligible for a combined offer for the pre-session and Taught Postgraduate programme. Applicants will be informed via their offer letter if they are eligible for a combined offer, for which they will need to opt in. Applicants with a combined offer needing a CAS will receive a single CAS for the duration of their studies. Applicants must attend and pass the pre-session course in order to progress onto the Taught Postgraduate programme. Failure to do so will result in the applicant being unable to join the Taught Postgraduate programme. Applicants can opt out of this route in favour of meeting the English Language requirement by completing one of the English Language tests detailed in Appendix A, Section 2, by declining the offer and contacting tp_applications@leeds.ac.uk.

Admissions staff are experienced in considering a wide range of international qualifications against programme entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the School admissions office directly.

Further information for prospective international applicants, and entry requirements for the pre-session courses can be found on the University of Leeds website at www.leeds.ac.uk/international.

3.6 Admissions intake

All programmes within the Faculty of Engineering 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.

3.7 Advanced Entry

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

Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant School. Please contact the Admissions team using the contact details in section 7 for

further information. Retrospective applications from students part-way through a programme will not normally be considered. Further details of the University's policy can be found on our website at http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/623/accreditation_of_prior_learning

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 Faculty of Engineering.

Relevant voluntary or work experience may be taken into account. The applicant would be required to demonstrate that this experience is substantial and relevant to their chosen programme of study. Exceptionally, research publications may be taken into consideration if they demonstrate significant expertise in a relevant field.

Applicants are strongly encouraged to include a CV to provide more detailed information about their prior educational and work experience. Applicants may be required to submit a supporting statement to provide further information about their suitability for their chosen programme of study and the reasons for their choice of programme.

4.1 Interviews

The Faculty of Engineering does not typically undertake interviews with applicants; however, in certain circumstances programme leaders may invite an applicant to interview as part of the selection procedure. This may allow us to further assess the applicant's aptitude and interest in the programme in the cases where the applicant's circumstances are not straightforward.

If invited to interview, you will receive an email invitation from the School to attend an interview on a specific date. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis or via Skype, video conferencing or telephone particularly for overseas applicants.

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) and the Equality Policy Unit for advice on other adjustments (email equality@leeds.ac.uk).

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 including personal/supporting statement, certified transcript(s), two references (where appropriate), and proof of English Language where required, as detailed in Section 3.5. The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made.

We may request academic references, and where relevant, employer/work related references. These will be requested directly from referees by our Admissions team, and so you will be asked to submit details of 2 suitable referees when completing your application.

4.3 Unsuccessful applicants

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback should be made via the applicant portal or via email to the relevant Admissions Contact (see Section 7) and sent from the email address listed on their application form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy <http://www.leeds.ac.uk/pgtadmissionspolicy>.

4.4 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 Taught Postgraduate Admissions Policy. <http://www.leeds.ac.uk/pgtadmissionspolicy>.

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 4.3. 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 Postgraduate Admissions Policy.

4.5 Part-time and Distance Learning

Part-time and Distance Learning applicants should follow the application process as detailed above in section 3.1. Overseas applicants and applicants from non-European countries should note that visa regulations will not normally allow study on a part-time basis. Where a course offered as fully Distance Learning, such visa regulations will not normally apply.

4.6 Disabled applicants

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

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. Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability. 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, 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.

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at www.equality.leeds.ac.uk/university-policies-2/.

4.7 Applicants with a health-related issue or other mitigating circumstance

This section deals with health-related issues,² which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions contact as soon as possible if their health is likely to impact on their ability to engage with the admissions process. The University aims to be flexible in such circumstances and to take such issues into account.

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact of that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

² Which are not classed as a "disability".

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

4.8 Support for applicants who are pregnant

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

4.9 Applicants Seeking Deferred Entry

The Faculty of Engineering 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. Applying for a start date more than a year in advance counts as a deferral.

Applicants who wish to defer an offer of a place to the following academic year should contact the Academic School. Only applicants with an unconditional offer, or who have an offer conditional on English language are able to defer. Deferral of a place to study is at the discretion of the School 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 request deferral for more than one academic year will normally be required to reapply. Such candidates should be aware that no guarantee can be given that another offer will be made and that the conditions of any future offer may differ to those of the original

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

4.10 Applicants wishing to reapply

Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt will be an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

4.11 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution. Where appropriate, such candidates may be able to apply for Advanced Entry (see 3.6 above).

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related programme of study, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons e.g. ill health, financial reasons, will not be subject to this condition.

Applications from candidates who have been permanently excluded (expelled) from the University for disciplinary reasons, those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline will be rejected.

Applicants should contact the school for further information.

4.12 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

5.1 Faculty/School open days

Applicants are welcome to visit Schools within the Faculty of Engineering and should contact the relevant School to make an appointment (for contact details see Section 7).

The University PGT Open Day gives prospective postgraduates the opportunity to find out more about life as a student at Leeds; view the University's extensive facilities; and meet with teaching staff and students.

6. Scholarships and funding

The University of Leeds currently offers a wide range of scholarships and studentships that provide funding for students to undertake postgraduate study at the university.

These range from partial funding towards academic fees to fully funded awards which also provide a living allowance. Further details can be found on our website at <http://www.leeds.ac.uk/info/130536/funding>

6.1 University Scholarships

Postgraduate students at Leeds benefit from around £10m of funding from the University and externally. [Postgraduate scholarships](#) are available to international, UK and EU students and you may be eligible.

6.2 Faculty/ school level scholarships information

Further details of Faculty of Engineering scholarships can be found on our Faculty website at engineering.leeds.ac.uk/scholarships

For scholarships awarded on the basis of academic achievement, acceptance on a programme does not indicate eligibility. Eligibility will be determined by the published Faculty of Engineering qualification equivalencies for the programme you have applied to. Please check our course listings and scholarship page for further information on these.

7. Contact details

Application enquiries

| School | Admissions Contact Details |
|----------------------------------|-------------------------------------------------------------------------------------------------|
| Civil Engineering | pgcivil@leeds.ac.uk Tel: +44 (0)113 343 2302 |
| Chemical and Process Engineering | pgchemical@leeds.ac.uk Tel: +44 (0) 113 343 2343 |
| Mechanical Engineering | pgmech@leeds.ac.uk Tel: +44 (0) 113 343 9531 |

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|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Electrical and Electronic Engineering | pgtelec@leeds.ac.uk Tel: +44 (0)113 343 2035 |
| Computing | pgcomp@leeds.ac.uk Tel: +44 (0)113 343 5440 |
| Faculty Admissions Manager | Becky Whitaker R.J.Whitaker@leeds.ac.uk Tel: +44 (0) 113 343 7872 |
| Faculty Education Service Manager | Louise Powell L.E.Powell@leeds.ac.uk Tel: +44 (0) 113 343 1410 |

Updated 14 June 2017 by Becky Whitaker