

**UNIVERSITY OF LEEDS
SCHOOL OF LAW**

**ADMISSIONS POLICY
2018**

This document outlines the School of Law 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://ses.leeds.ac.uk/download/1212/undergraduate_admissions_policy_2018) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Law Admissions Policy applies to the following programmes:

- **LLB Law (M100)**
- **LLB Law (M101) (Graduate Programme)**
- **LLB Law with French Law (MR11)**
- **LLB Law with German Law (MR12)**
- **LLB Law with Hispanic Law (MR13)**
- **BA Criminal Justice & Criminology (MM29)** (*from which it is possible to transfer to BA Criminal Justice & Criminology (International) or BA Criminal Justice & Criminology (Industrial)*)
- **LLB Law with International Legal Studies**
- **LLB Law with European Legal Studies**

1. Principles

The School of Law ensures that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

2. Selection principles

The School of Law 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) by 15th January for UK/EU applicants and 30th June for International applicants.

The School of Law will not normally accept applications from UK/EU applicants after the initial UCAS closing date and does not normally participate in the UCAS Extra scheme.

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

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.

3.3 Deferred applications/ Gap-Year

The School of Law will accept applications for deferred entry for one year. We welcome applications from applicants who are intending to undertake a Gap Year gaining experience of work, voluntary service or travel. 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 must do so prior to the confirmation of a place. For offer holders whose first language is not English, English language qualifications must also be valid at your revised start date.

For offer holders whose first language is not English, English language qualifications must also be valid at your revised start date.

Applicants can apply initially for deferred entry and be considered for a place at that stage. If after submitting your application you decide that you wish to take a gap year, you should contact the Faculty Admissions Office with your request. Please note that once the deferral has been processed, there can be no guarantee that an original offer can be re-instated.

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 School of Law will normally offer on the basis of three A-level qualifications taken over two years. Resits of individual modules or units within each A-level are permitted within the two years. Candidates who intend to re-sit final A2 examinations will be considered on a case by case basis. Such candidates should declare on their UCAS form A-level grades already attained and provide documentary evidence of extenuating circumstances.

Applicants who wish to reapply should contact the School of Law prior to making an application. 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 that the conditions of any future offer may differ to those of the original.

3.5 Early Examinations

The School of Law 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 therefore strongly encourage all applicants to declare their cashed in AS results.

Please note, that AS results will be used as part of the selection process for this course, it is vital that all results known are provided on the UCAS form. We are aware not all schools cash in their AS results, where this is the case we will consider GCSE results in their place.

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.

3.7 Internal transfers

(a) Internal transfers from applicants who hold a place elsewhere in the University but have not taken up that place

The School of Law will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Applicants are expected to meet the standard academic entry requirements.

(b) Internal transfers from current students at the University of Leeds

Subject to available places the School of Law will accept applications from current students who wish to transfer internally from other programmes at the University of Leeds. The entry requirements remain the same and we would expect to receive a personal statement reflecting the reasons why you wish to transfer. Your application must be supported by an academic reference from your personal tutor. Should your application to transfer be successful, you would not normally be required to complete your current year, but you may choose to do so.

3.8 External transfers

The School of Law will accept applications from applicants who wish to transfer onto one of our courses from other institutions, providing places are available. Applicants are expected to meet the standard academic entry requirements.

3.9 Advanced Entry

(a) External transfer from UK University

If we have places available, we may consider transfer into Level 2 (or in exceptional cases into level 3) of our programmes. In order to apply, we require applicants to send us the documents listed below, in the first instance; if we are interested in your application we will ask you to apply through UCAS.

- References; from your personal tutor at your current University, which should include a transcript of your grades to date.
- Full module descriptions, including learning outcomes and syllabi from your current degree programme.
- Reasons for transfer.
- Copy of A2 level certificates or evidence of equivalent level qualifications.

Please note that we will not consider requests for external transfers into Year 2 unless you have achieved comparable entry requirements for our programmes, you have passed all your first year modules at your first attempt and you have compelling personal reasons for transferring to Leeds. In addition, there must be compatibility between the first (or second) year subjects studied and those studied at Leeds.

In relation to any proposal to transfer to the LLB you are advised to check with the relevant professional body whether your degree will be recognised as a “Qualifying Law Degree.”

Applications will not be processed unless we receive all the above information. Deadline for transfer applications is mid-July in any given year.

(b) External transfer to the LLB programme via articulation agreements.

The School of Law operates three articulation agreements with INTI University College, HELP University College and Taylor’s University, Malaysia. Applicants enrolled on the UK Degree Transfer programmes at these colleges should apply via UCAS. Entry requirements are based on

an assessment of achievements in STPM/Advanced Level or equivalent qualifications, together with performance on the degree transfer programme. Standard language requirements as set out in this policy also apply.

Applicants seeking advanced entry may be able to accredit up to 120 credits, for information please refer to the accreditation of prior learning policy

http://ses.leeds.ac.uk/download/85/accreditation_of_prior_learning_policy

3.10 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. The School of Law 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

3.11 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>.

Progression from BA Social Science (L301) Foundation Degree

Students that complete level 0 of this programme are considered as internal applicants and do not need to complete a UCAS application. The standard offer for School of Law programmes can be found at the website <http://www.sociology.leeds.ac.uk/undergraduates/ba-social-science>

3.12 Age and Safeguarding

The University recognises someone's young 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

3.13 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 the School of *Law* are detailed below:

- A grade B or 5 in GCSE English Language or equivalent qualification.
- An overall score of at least 6.5 in IELTS with no less than 6.0 in any component.
- TOEFL IBT: 92 with not less than 23 in speaking, 21 in reading, 22 in writing and 21 in listening.

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

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/>

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

3.14 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, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

(a) Progression from Access to HE Diploma programmes for mature learners

All applications from mature students are held on file until January when the final set of UCAS forms reach us. We will ask for a second updated reference providing additional qualitative information on your academic progression and performance. The standard offer is pass with distinction.

(b) Progression from the University of Leeds Preparation for HE programme, and BA Social Science Foundation degree

Applicants from the PHE programme must apply via UCAS. The standard offer for all programmes is a pass with a Distinction in all three modules.

Students who complete the first year of the BA Social Science Foundation degree are considered as internal applicants and do not need to complete a UCAS application. The standard offer for all law programmes is pass with an overall average of 70% and for the BA Criminal Justice and Criminology programme pass with an overall average of 65%.

3.15 Part time applicants

The School of Law does not offer their programmes on a part-time basis.

3.16 Disabled applicants

The School of Law welcomes applications from disabled people¹. 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 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 disclose any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to disclose their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate adjustments. Disabled applicants are also advised to contact the University's Disabled Students Assessment and Support team (part of the University's Student Education Service) once an application has been submitted through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied. Disabled Students' Assessment and Support can be contacted at disability@leeds.ac.uk.

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://ses.leeds.ac.uk/download/1212/undergraduate_admissions_policy_2018)

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.

3.17 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. The School sees health-related issues² as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

Applicants with a health-related issue should contact the School as soon as possible if their health is likely to impact on their ability to engage with the admissions process.

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 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. 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

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

² Which are not classed as a "disability".

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.

3.18 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 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.

3.19 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 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.

Section 4: Admissions Requirements

4.1 Admissions intake

Details are given below of the typical annual intake through UCAS for each programme within the School. 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.

Programme	Places	Applications
LLB Law (including 2 year LLB)	172	2500
LLB Law with French Law	8	60
BA Criminal Justice & Criminology	45	460

4.2 Competition for places

Programmes within the School of Law are generally very popular and we receive approximately 3000 applications for the 225 places available. Most of our applicants have an excellent academic record.

4.3 Selection process

All applications must be made online through the Universities and Colleges Admissions Service (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 not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

4.4 Academic entrance requirements

The School of Law 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://www.law.leeds.ac.uk/undergraduates/> for the programme list of entry requirements and accepted qualifications.

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:

- Interest in and commitment to the subject
- Social and cultural awareness
- Responsibility
- Non-academic interests and activities

Demonstrated interest in and commitment to the subject

The main focus of your personal statement should be course specific. Applicants should demonstrate that they have strong motivation for choosing the degree applied for and have taken steps to investigate what the degree entails. Applicants should normally be expected to identify what particular aspects of the degree programme are of interest and how it relates to their current academic programme. In addition applicants should normally be able to report some direct experience of legal practice or the criminal justice system (for example through work experience or 'shadowing' or through attending a court hearing) and what they have learnt from their experience. (It would be advantageous if details of the type of work experience or "shadowing" and its duration were provided.) If attempts to gain relevant work experience have been unsuccessful, there must be some reference to this within the personal statement and/or academic reference.

Social and cultural awareness

Given the diversity within the University community, it is useful for applicants to have some experience beyond their immediate environment. Many applicants gain this insight through

work experience, voluntary work, part-time employment, organised community schemes, and travel. Activities connected to, and independent of school/college, are given equal merit.

Responsibility

All the degree programmes offered by the School of Law lead to professional careers where individual practitioners carry significant responsibility to their clients. Applicants should be able to demonstrate that they have begun to develop this aspect of their character. Demonstration of responsibility through paid employment, within school, and through family or leisure activities is desirable.

Non-academic interests and activities

The School believes that people who have developed interests outside their academic studies and who try to lead a balanced life are more likely to contribute to the University community in its broadest sense. Successful applicants will have found time to pursue non-academic interests whilst still meeting the necessary academic requirements. The nature of those interests is a very personal matter, but successful applicants will describe potentially verifiable evidence of such achievements in for example, sports, performing arts or community service.

4.6 Interviews

Interviews do not form part of our standard admissions process, however, in some cases, non-standard applicants may be invited for an interview.

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 where applicable (see section above). The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

5.1 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 School reserves the right to reject an applicant who is considered to be unsuitable (e.g. lack of obvious motivation to study the programme applied for, or an extremely unsupportive reference).

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. All unsuccessful applicants will receive a letter informing them of our action and they will be contacted directly by any School or programme that wishes to make them an offer subsequently.

5.2 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 Tutor 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.

5.3 Complaints

The School of Law 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 should write to Professor Alistair Mullis, Head of the School of Law, a.m.mullis@leeds.ac.uk, tel: 0113 3435043, 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

6.2 Post-application visit days

All applicants to whom we have made offers are invited to attend a School of Law post-application day. Attendance is not compulsory and does not form part of the selection process. The purpose of the Post-application visit day is to enable applicants to familiarise themselves with the department and the programme of study in order that they are able to make an informed choice about whether or not to accept their offer. Unless you are specifically informed in advance, you will not be required to undertake an interview as part of this visit.

Section 7: Scholarships & 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://www.leeds.ac.uk/info/128004/fees_and_funding/15/fees

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
Web - www.leeds.ac.uk/undergraduate

8.2 Post-application enquiries

Admissions enquiries specific to the School of Law should be directed to -

Gavin Wright
Education Service Officer (Admissions)
Faculty Admissions Office
Beech Grove House
University of Leeds, LS2 9JT
Tel: 0113 3435020
Email - g.wright1@leeds.ac.uk

Updated by and when

Julie Fisher 04/05/2017
Sue Haines 03/07/2017