

UNIVERSITY OF LEEDS
Lifelong Learning Centre

UNDERGRADUATE ADMISSIONS POLICY
2019

This document outlines the Lifelong Learning Centre's (LLC) Admissions Policy for 2019 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 Lifelong Learning Centre's Admissions Policy applies to the following programmes:

Programme Discipline	Degree Programme	Mode of Study (Full-time, Part-time)
Arts/Humanities	BA Arts and Humanities with Foundation Year (V901)	Full-time
Arabic and Islamic Studies	Cert HE in Arabic, Middle Eastern and Islamic Studies	Full-time & Part-time
Biological Sciences	BSc Biology BSc Ecology & Conservation Biology BSc Zoology	Part-time
Business Management	BSc Business Studies with Foundation Year (BFY0)	Full-time
Business Management	BSc Business Management and Leadership	Part-time
Child & Family Studies	Foundation Degree Child and Family Studies BA Child and Family Studies	Part-time
English	BA English Language and Literature BA English Literature	Part-time
Fine Art, History of Art and Cultural Studies	BA History of Art BA History of Art with Cultural Studies	Part-time
Interdisciplinary Studies	BA Professional Studies (L390)	Full-time & Part-time
Languages, Cultures and Societies – Classics	BA Classical Civilisation	Part-time
Learning and Teaching	Foundation Degree Learning & Teaching Foundation Degree Learning & Teaching (SEND) BA Learning & Teaching BA Learning & Teaching (SEND)	Part-time
Music	BA Music BA Music with Enterprise	Part-time
Philosophy, Religion and History of Science	BA Philosophy BA Theology & Religious Studies	Part-time
Politics	BA International Development	Part-time

	BA International Relations BA Politics	
Preparation for Higher Education	BA Interdisciplinary Studies with Preparation for Higher Education	Part-time
Science	BSc Interdisciplinary Science with Foundation Year (CFG0) BSc Earth and Environmental Sciences with Foundation Year (F75N) BSc Studies in Sciences with Foundation Year (6H89)	Full-time
Social Sciences	BA Social Policy BA Sociology BA Social Policy and Sociology BA Social Policy and Crime	Part-time

Apprenticeship Programmes		Mode of Study
Business	Chartered Manager Degree Apprenticeship	Full-time
Healthcare	FD Healthcare for Assistant Practitioners FD Nursing Associates	Full-time

Admissions processes for part-time programmes in the following areas are not covered by this policy since they are managed by the Academic Centre indicated rather than the Lifelong Learning Centre:

Programme Area	Admissions Contact
Healthcare	School of Healthcare Email: admissions@healthcare.leeds.ac.uk

1. Principles

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

2. Selection principles

The Lifelong Learning Centre 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 Full-time programmes

All full-time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com). Applicants are encouraged to meet the first UCAS deadline of 15th January. The LLC may accept applications after this initial UCAS closing date, however it is recommended that you contact us prior to making an application to check as some pathways may have closed.

Apprenticeship admissions for full-time LLC Healthcare programmes are managed by the applicant's employer through completion of the LLC Direct Entry application form. The deadline for applying to the Foundation Degree Healthcare for Assistant Practitioner and Foundation Degree Nursing Associate programme is 31st July 2019.

Part-time programmes

Admissions to part-time programmes are made by using the forms that are available from the LLC, not UCAS. Please note the following deadlines:

Programme	Deadline for submitting applications
English, Fine Art, History of Art and Cultural Studies	30 th June 2019 (late applications are not accepted for these programmes)
Non-LLC part-time programmes	31 st July 2019
LLC part-time programmes	14 th September 2019 (applications after this date may be accepted for these programmes)

Apprenticeships	To be advised
Accreditation of Prior Experiential or Certified Learning (see section 3.9)	Applications from employers will be considered on a case by case basis according to demand.

3.2 Widening Participation

The LLC is committed to widening access to ensure we admit those who have the potential to study at the University of Leeds regardless of background.

For those returning to learning who need to develop the knowledge, skills and confidence for successful study in higher education, the LLC provides the following:

Widening Participation Preparatory Programmes

- Pre-university programmes to enable prospective students to develop their study skills;
- Pre-entry advice and guidance;
- Short taster courses and workshops – an opportunity to experience higher education and appreciate the ways in which subjects are approached at University.

Widening Participation Extended Degree Programmes

- Extended degrees with a foundation year that provides students with core knowledge and skills for progression to a range of undergraduate degree programmes.

Further information is available on the LLC website www.llc.leeds.ac.uk

Widening Participation and Alternative Admissions Requirements

Candidates who do not have the required formal qualifications may be able to use our Alternative Entry Scheme which provides an opportunity for them to draw on life and work experience to demonstrate their potential for success. For more information see Section 4.5. Alternative Entry Scheme for Mature and/or Part-Time Applicants.

Access to Leeds and Realising Opportunities Scheme

Applicants who have taken 3 or more A Levels (or equivalent) within the last 3 years can benefit from the Access to Leeds Scheme (A2L). This applies to all LLC programmes **except for** the following extended degrees which already make provision equivalent to that made by Access to Leeds:

- BA Arts and Humanities with Foundation Year
- BA Interdisciplinary Studies with Foundation Year
- BSc Business Studies with Foundation Year
- BSc Interdisciplinary Science with Foundation Year
- BSc Earth and Environmental Sciences with Foundation Year

In order to be eligible for the A2L scheme, candidates must meet two or more of the following criteria:

- 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
- Is the first generation in their immediate family to apply to higher education
- Attends, or has attended, a school which achieved less than the national average Attainment 8 score 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

(Any specific subjects required for a course will still be included in any offer made and may not receive a reduction)

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. Please see the [Access to Leeds webpage](#) for more information.

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

Applicants who do not meet the standard criteria for an offer but are Access to Leeds eligible will be considered for an offer that is "Access to Leeds only" and require successful completion of the Access to Leeds module in order to have their place

confirmed. Such applicants must meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C/4 (or equivalent) in the requested subject area.

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

3.3 Mature applicants

The LLC welcomes applications from mature students, those who will be over 21 at the point of entry, for all of its part-time and full-time programmes. Where possible, admissions processes take into account the skills that such students have acquired through life and work experience. Mature students 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](#). Those applicants wishing to study part-time should apply direct to the LLC.

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.

3.4 Deferred applications/ Gap-Year

The LLC will accept applications for deferred entry. We welcome applications from applicants who are intending to undertake a Gap Year. We encourage such applicants to make use of the personal statement section of the application form (UCAS or Direct Entry) 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 the relevant faculty/school policy for details. For offer holders whose first language is not English, English language qualifications must also be valid at your revised start date.

Applicants would 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.

3.5 Re-sits/ Re-applications

The LLC will accept applications from applicants who have re-submitted applications and/or re-sat examinations.

Applicants who wish to reapply should contact the LLC 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.

3.6 Early Examinations

The LLC 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 to provide further information as to reasons for this within the academic reference section of the UCAS form.

3.7 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. 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.

Please note that AS results will be used as part of the selection process. 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.

3.8 Internal transfers

The LLC will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Such applicants are expected to meet the standard entry requirements for the programme to which they wish to transfer.

3.9 External transfers

The LLC 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 entry requirements.

3.10 Advanced Entry

Active participation in the programme of study is core to the learning experience provided by LLC programmes. In some cases this explicitly draws upon the experience, skills and knowledge that members of the group bring from prior experience and learning. Exemption from any part of a course through the Accreditation of Prior Learning is, normally, considered only in a limited number of cases set out below:

Degree Programme	APL Arrangements
Foundation Degree in Learning and Teaching	<ul style="list-style-type: none">• 120 credits may be allowed for those with a relevant Certificate of Education (120 credits) or equivalent
Foundation Degree in Learning and Teaching (SEND)	<ul style="list-style-type: none">• 120 credits may be allowed for those with a relevant Certificate of Education (120 credits) or equivalent
Foundation Degree in Child and Family	<ul style="list-style-type: none">• APL may be considered in

Studies	relation to specific modules on an individual student basis.
BSc Business Management and Leadership	
BA Professional Studies	
Apprenticeship Programmes	APL Arrangements
FD Assistant Practitioners FD Nursing Associates	To be advised
Chartered Manager Degree Apprenticeship	To be advised

In making judgements about the award of credit for prior learning we are looking for a close match between the outcomes, content and level of the earlier study and any unit/s of the proposed programme from which exemption is sought. Prior learning claimed for credit should normally have been achieved not more than 5 years before commencement of the University of Leeds programme.

All applications for APL must be made using the standard forms available from the LLC and are considered by the LLC Accreditation of Prior Learning Committee (see 3.1 for application deadlines).

3.11 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 3.10 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.

3.12 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. The Lifelong Learning Centre handles admissions for part-time Joint Honours programmes. Prospective part-time joint honours students are requested to contact the Lifelong Learning Centre for further information.

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.

Applications from international students are welcome for the full-time BA Professional Studies programme. These 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 Lifelong Learning Centre can be found on the LLC website.

Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/international/>

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants for whom English is not their first language may require an additional English language qualification to gain entry to the University of Leeds and will be made an offer which is conditional on successful completion of one of the approved tests, or one of the University of Leeds pre-sessional English language courses. A list of applicants who are not required to undertake further English language tests can be found on our Language centre website http://www.leeds.ac.uk/arts/info/125008/english_language

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 Disabled applicants

The LLC 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 an applicant's academic eligibility for a chosen programme of study. It is reviewed in order to identify the applicant's potential study-related support requirements, and eligibility for disability-related support funding, so that the University can ensure a student is supported effectively on the 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.

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

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 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.

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.

3.15 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

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

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue or additional support needs. The School sees health-related issues² as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

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

Where these circumstances are affecting or have affected **current** studies the correct course of action would be to notify the relevant exam board of the circumstances. Whilst applicants are welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades are what will be used when making a decision.

3.17 Guidance for trans applicants

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a programme of study but require their status to be changed should contact the Taught Admissions Office taught-admissions@leeds.ac.uk and the team will be able to support the applicant through the process. The University will be required to carry out identity checks as part of the registration process, and/or taught admissions staff may be required to advise the relevant Faculty Admissions Manager of a status change in order to facilitate removal of any previous documentation, however these will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

3.18 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/>),

² Which are not classed as a "disability".

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

Part-time Programmes: Although some part-time students progress directly from school or college, most will have had a break from formal education and be returning to study with the benefit of life and work experience. Typically, part-time students combine study with work so that they can continue to earn and maintain their careers. Many take programmes that are directly relevant for professional practice and development. Part-time students are normally UK based, with most applicants already living or working within travelling distance of Leeds. UK student visas are not available for part-time study.

Full-time Extended Degree Programmes with Foundation Years: With one exception, these programmes provide an alternative route into an undergraduate degree for students who are from constituencies that are under-represented in higher education and who could benefit from a year of intensive study to equip them with academic skills and knowledge for progression onto a degree at the University of Leeds. This can include those returning to study after gaining experience outside of formal education as well as those moving directly from school or college.

The extended BSc Studies in Science is the exception to this pattern. This serves as a conversion course for high achieving applicants, with at least ABB grades at A level, who wish to progress to a degree in a scientific discipline but who have not taken the pre-requisite science and mathematics subjects at A level.

Full-time BA Professional Studies

This degree is designed to be of particular interest to students who will typically bring a range of life experience to their studies and who are looking for a programme that will have with a high degree of relevance for their professional development and a flexible, multi-disciplinary curriculum. Applications are also welcomed from international students.

4.2 Competition for places

On part-time programmes we are usually able to offer places to those applicants who meet the entry criteria. Extended degree programmes have strictly limited student numbers and may be significantly over-subscribed.

4.3 Selection process

Applications for part-time programmes must be made via the standard forms that are available from the LLC. Applications for the LLC's full-time programmes are 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 applicants 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/.

4.4 Academic entrance requirements

The LLC 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.llc.leeds.ac.uk/course-directory> for the programme list of entry requirements and accepted qualifications. The LLC sets its entry requirements to ensure success on its programmes. For this reason requirements may differ between programmes and to the minimum/guideline qualification equivalencies set out in Appendix A of the University Admissions Policy.

We recognise the value, effort and enthusiasm applicants make in the Extended Project and may include it as part of an alternative conditional offer.

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 Alternative Entry Scheme for Mature and/or Part-Time Applicants

The University's Alternative Entry Scheme allows applicants who do not have the relevant formal qualifications to draw on their life and work experience to demonstrate their potential for success.

To be eligible for the Scheme, an applicant must:

- Be applying for a programme that specifies that prospective students may use the Alternative Entry Scheme

And

- Have been out of compulsory education at school or college for three or more years.

The Scheme does not apply to candidates who have returned to education and taken three A levels (or equivalent) within the last three years. In such cases, the application is judged against the standard A Level entry requirements of the programme (including the possibility of an alternative offer if the candidate meets eligibility criteria for Access to Leeds). The Scheme may, however, be used for those who have taken fewer than three A Levels in the last three years and can also apply to those who meet A Level requirements but who lack the minimum GCSE qualifications in English and or maths/numeracy.

The Alternative Entry Scheme involves satisfactory completion of assignments that are designed to enable candidates to demonstrate their skills and understanding in relation to their chosen discipline. Some assignments may be done at home within a given time-frame whilst others can involve attendance at the University. They may take the form of essays or other written tasks or involve assessment of specific knowledge or skills in, for example, mathematics. The scheme also includes University entrance tests in English and Maths/numeracy for those who do not have the required GCSE qualifications.

Candidates who are eligible for the Alternative Entry Scheme will be provided with a full briefing indicating the assessments they will be required to undertake, the timescales involved and examples of past papers or assignments. Candidates have a named contact within the LLC with whom they can follow-up any queries that they have about the Scheme.

4.6 Extended Degrees with Foundation Years

BSc Studies in Science

This is a conversion course for students who have not taken the pre-requisite subjects at A level (or equivalent) for admissions to a science degree. Applicants for this course are expected to achieve the level of grades required by their chosen subject degree at A Level (or equivalent).

Other Extended Degrees

As part of its commitment to widening participation, the Lifelong Learning Centre also offers a range of extended degree programmes (both full and part-time) which are designed for those who do not have the formal qualifications for immediate entry onto a degree programme, but who have the potential to succeed. These enable students to prepare for degree study and gain the necessary academic background. Students who successfully complete the foundation year progress to year 1 of a degree course. Excellent financial support is available.

Priority for admission to these extended degrees is given to applicants who could benefit from such a programme and who meet the additional entry criteria:

Applicants must live in the UK and meet at least one of the following criteria:

- permanent address is in a neighbourhood with low progression to higher education
- Attends, or has attended, a school which achieved less than the national average Attainment 8 score at GCSE
- grew up in public care

Applicants for extended degrees can view programme specific academic requirements on the LLC website <http://www.llc.leeds.ac.uk/>

Candidates who have not taken three A levels (or equivalent) within the last three years and/or who do not meet the minimum GCSE requirements may be asked to demonstrate evidence of their capabilities through the University's own entry processes. These may include a combination of interviews, group work, presentations, portfolios or other written work as relevant for the programme to which they are applying. It may also include tests in English and/or maths/numeracy set by the Lifelong Learning Centre which are designed to indicate whether a candidate has the capacity to achieve the entry requirements in these subjects for their chosen programme by the time they enter level 1 of the degree.

4.7 Application Form and Personal statement advice

The UCAS form (full-time programmes) and Direct Entry Application Form (part-time programmes) provide information about the candidate's prior qualifications and experience as well as inviting a personal statement in support of the application. Candidates are also required to name at least one referee. A second reference will be required where candidates apply for a programme involving placements e.g. Learning & Teaching and Child & Family Studies. Candidates should note that these references will be followed up. Forms are considered in their entirety by the admissions tutor.

Personal Statement

The personal statement helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject.

Personal statements should be rich in information and be around 500 – 700 words. Wherever possible do give us examples rather than generalised statements. You should aim to cover the following three areas:

- **Your reasons for applying to this programme**
What interests you about the subject matter and programme? How do you see yourself benefiting from your studies?
- **Your experience of study**
Have you recently undertaken any study, training or personal development that shows your capacity to commit to a programme of learning? What strengths and skills do you bring from your experience of study? Are there any factors that have limited what you have been able to achieve that we should take into account?
- **Your range of skills, knowledge and experience**
Do you already have some knowledge of the subject/s that you are proposing to study at University? What have you learnt from experience (e.g. hobbies, personal interests, professional or voluntary work) that could be relevant for your future studies?

4.8 Interview Process

All applications are in the first instance considered carefully with reference to the admissions criteria for the relevant programme. Some applications are rejected at this stage because they do not meet the admissions criteria and in a few instances the match is sufficiently clear for a conditional or unconditional offer to be made. In many cases, however, a candidate will be invited to a selection day or interview to enable fuller discussion of their application.

Interviews are typically conducted by the admissions tutor for the programme and are structured to provide fuller evidence of the candidate's academic potential, aptitude for the programme and, where relevant, professional experience. As with the personal statement, applicants should be ready to discuss each of these areas, remembering the importance of skills and knowledge that they have acquired through informal as well as formal learning. Applicants may be asked to complete a task as a part of the interview. The interview also provides opportunity for an applicant to ask questions about their proposed programme of study and for the admissions tutor to be sure that the candidate has made a properly informed choice.

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 LLC 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).

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/Direct Entry application form and performance at interview. The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made. Each offer is specific to an applicant's individual qualifications and circumstances.

5.1 Confirmation

Each offer is specific to an applicant's individual qualifications and circumstances. Full-time 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, even if the offer is deferred for entry to the following application year.

5.2 Course start date and arrival

The course start date is indicated clearly in the offer letter alongside the period of study and applicants must ensure that they are able to attend their course from this date. The University reserves the right to refuse admission to those offer holders who arrive after this date. Should there be any possibility of a delay to arrival, offer holders should seek advice from the appropriate School admissions office before travelling.

5.3 Re-marks

The LLC may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, however applicants may be offered a deferred place or asked to reapply.

5.4 Deferred applicants

Applicants holding an unconditional offer can defer their place for one year.

5.5 Unsuccessful applications

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

5.6 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 an email to the LLC (see contact details in section 8.2) from the email address listed on their UCAS form or in writing and signed by the applicant. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

Candidates who attend an interview or selection day and are subsequently rejected will receive written notification from the LLC with brief feedback on the reasons for this decision.

5.7 Complaints

The LLC will consider all applications fairly and consistently 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 the Director of the Lifelong Learning Centre (see contact details in section 8.2) 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 Experience of HE for prospective LLC students

The LLC is committed to promoting university study for people who have not had opportunities for higher education at an earlier stage in life. We offer a wide range of opportunities for potential students to learn about university study and to develop their skills. The following are examples of this provision:

- Outreach to adults in the community – a range of open events and study days both on and off-campus for communities under-represented in higher education to help adults to attain at GCSE level, raise aspirations and improve understanding of university study;

- Adult Learners' Summer School – a three day event each July which provides experience of university life, tasters of different subject disciplines and information-giving sessions;
- Information and Guidance (IAG) – pre-entry information and guidance from highly experienced, qualified staff to help those who are considering university study to make informed choices.
- Non-credit-bearing Short Courses – opportunity for potential applicants to experience university study before committing to a longer programme.

Further information about each of these is available from the LLC website. We also welcome individual enquiries and can arrange for anyone interested in LLC's programmes to visit the University and meet for informal discussion with a member of staff.

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 LLC staff are present for all Open Days and are available to talk with prospective part-time or mature students and those interested in our full-time foundation programmes.

Preparatory Courses, Welcome Events and Induction for new students

Preparatory Courses:

- 'JumpStart' – provides participants with information about and experience of studying at university, primarily through taster sessions in different subject areas.
- 'KickStart' - applicants holding an offer of a place are able to develop their study skills during the period leading up to the start of their course by completing the KickStart programme. The programme combines on-line learning and a workshop on campus, delivered between March and September.

Welcome Events

Over the summer the LLC offers a programme of welcome events, drop-ins and campus tours for prospective students to help familiarise them with the university. These provide opportunities to meet staff and students, see the library and other facilities, receive study tips and discuss any issues or concerns. Further details are available from the LLC website.

Induction Events

All new students have induction activities linked to their programme of study. These are an opportunity to meet some of the staff and students with whom they will be studying and to gain an understanding of what will be expected of them as students and of what they can expect in terms of the programme, learning resources and support.

Section 7: Scholarships & funding

The University of Leeds currently offers a wide range of scholarships and bursaries that provide funding for students to undertake undergraduate study at the University. Further details can be found on our [webpages](#).

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

Admissions 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 LLC should be directed to Michelle Lotherington, Student Education Officer (Admissions), Lifelong Learning Centre, Marjorie & Arnold Ziff Building, University of Leeds, Leeds, LS2 9JT.

Telephone - +44 (0) 113 343 7891
Email – m.lotherington@leeds.ac.uk
Web –www.llc.leeds.ac.uk

Admissions appeals should be sent in writing to:

Dr Tony Ellis
Head of School and Director Lifelong Learning Centre
Marjorie & Arnold Ziff Building, University of Leeds, Leeds, LS2 9JT
a.c.ellis@leeds.ac.uk

Updated by and when
Sheryl Meskin 11 May 2018