

UNIVERSITY OF LEEDS
LEEDS UNIVERSITY BUSINESS SCHOOL
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2018

This document outlines Leeds University Business School 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 (downloadable from the University website at (www.leeds.ac.uk/pgtadmissionspolicy)) and should be considered alongside this document. This policy will be reviewed on an annual basis.

Leeds University Business School Taught Postgraduate Admissions Policy applies to the following programmes:

MSc Accounting and Finance
MSc Actuarial Finance
MA Advertising and Marketing
MSc Banking and International Finance
MSc Business Analytics and Decision Sciences
MSc Business Management (GGS)
MSc Business Psychology
MSc Consumer Analytics and Marketing Strategy
MA Corporate Communications, Marketing and Public Relations
MSc Economics
MSc Economics and Finance
MSc Enterprise and Entrepreneurship
MSc Finance and Investment
MSc Financial Mathematics
MSc Financial Risk Management
MSc Global Strategy and Innovation Management
MSc Global Supply Chain Management
MA Human Resource Management
MSc Information Systems and Information Management
MSc International Business
MSc International Marketing Management
MSc Management
MSc Management Consulting
MA Organizational Behaviour and Strategic Leadership
MSc Organizational Psychology
MBA Full Time
MBA Executive

Leeds University Business School welcomes applications from part time students for the following programmes from the above list:

Human Resource Management	2 years
Enterprise	2 years
Organizational Behaviour	2 years
Executive MBA	2 or 3 years

Part time applicants should follow the application process as detailed later in this policy document.

1. Principles

Leeds University Business School ensures that the selection process provides equal consideration for applicants who apply by the relevant closing dates. 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

Leeds University Business School 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 <http://www.leeds.ac.uk/students/apply.htm>. If applicants apply online it is possible to track the application at each stage of the process.

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/.

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.

3.2 General entrance requirements

The typical entrance requirement Leeds University Business School is a good first honours degree of at least a UK upper second class or equivalent. In some cases, exceptions to this academic requirement may be made when applicants can demonstrate significant relevant non-standard experience and their potential for benefiting from the programme is clear.

Specific criteria for entry to individual programmes of study vary be higher and applicants are advised to check the details on our website at: <http://business.leeds.ac.uk/masters/entry-requirements/>

3.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. Leeds University Business School will only assess applications which are complete before the application closing dates detailed below.

All international applications for our Masters courses (excluding the FT MBA*) received before the deadline of 31 March 2018 will receive equal consideration.

We will continue to accept applications for all courses (except for the following Accounting and Finance courses: MSc Accounting and Finance, MSc Banking and International Finance, MSc Finance and Investment and MSc Financial Risk Management**) after 31 March, however these applications will be considered on a first come first served basis. Should capacity be reached we reserve the right to close any course to new applications before the latest possible application date of 30 June 2018.

**The 31 March deadline does not apply to the FT MBA programme. All international applications for this programme will receive equal consideration up until the 30 June 2018.*

***The international application deadline for MSc Accounting and Finance, MSc Banking and International Finance, MSc Finance and Investment and MSc Financial Risk Management is 31 March 2018. All international applications for these courses must be received by this date. MSc Actuarial Finance and MSc Financial Mathematics will continue to accept applications, subject to capacity, until 30 June 2018.*

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.

3.4 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 Leeds University Business School can be found at:

<http://business.leeds.ac.uk/masters/entry-requirements/english-language-requirements/>

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-sessional English Language summer courses, they may be eligible for a combined offer for the pre-sessional 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 the pre-sessional 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 can be found on the University of Leeds website at <http://www.leeds.ac.uk/international>.

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

3.5 Admissions intake

All programmes within Leeds University Business School 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.

Programmes within Leeds University Business School are generally very popular we often receive a greater number of applications than the number of places available

3.6 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, 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 at the point of admission onto a programme of study. 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 Leeds University Business School

To be considered for a place on our programmes, applicants must provide the following information:

- A fully completed application form

- Copies of transcripts and certificates (where available) for Bachelor's degree and any other degree studied
- Copy of IELTS/TOEFL results (if applicable)
- Letter of sponsorship (if applicable)
- A personal statement (see below) and CV

For all Masters courses at Leeds University Business School, a personal statement forms part of the assessment process and therefore must be included as part of your application.

In the statement, we are looking for evidence of the qualities that you will bring to the programme and student community. We also want to understand how studying a programme at Leeds University Business School will help you meet your career aspirations. Please ensure that you address the following in your personal statement:

- What skills, qualities and experiences would you bring to the programme and how will they help you succeed?
- How will the opportunity to study at Leeds University Business School help you in your academic, personal and professional development?
- What are your career aspirations and how will successful completion of this programme help you achieve them?

Your personal statement should be no more than 500 words in length, be written in English and be your own work.

The University uses a system to process personal statements received in support of an application in order to identify statements that show similarity. Where applications are identified by the system, whether the applicant is given the opportunity to submit a new proposal is at the discretion of the School.

We do not require applicants to have a GMAT/GRE test result to apply for our programmes. However, if you have taken a test please do submit your test results as a good score will add weight to your application. You may upload a scanned copy of your score report with your application and you should highlight this in your personal statement.

In exceptional circumstances we may consider applicants who do not meet the requirement of 2.1 or equivalent bachelor's degrees on the basis of relevant work experience and academic potential to benefit from taught postgraduate study. This will be assessed by consideration of the CV and personal statement and may include an interview.

In cases where we are unable to make an offer for an applicant's original choice of programme, applicants may wish to apply for a different programme and, subject to meeting programme entry requirements, any new application will be considered.

You will be required to submit details of two referees when completing your application who have knowledge of your academic and/or professional ability. These should usually be a lecturer or supervisor at your last educational institution, however, it may be appropriate to select referees from your professional area of work if you have been out of education for more than 5 years or are applying with evidence of work experience.

Additional information for MBA Applicants:

- A good GMAT (Graduate Management Admissions Test) may be considered for those with a degree lower than the normal standard; a good balanced GMAT score is required in this case (typically over 600). Please see the entry requirements webpage for further details: <http://business.leeds.ac.uk/the-leeds-mba/entry-requirements/>
- Work Experience – for Full-time MBA applicants, a minimum of three years appropriate work experience, at the time of the application, is required. For Executive MBA applicants a minimum of 3 years relevant work experience is required. This should be obtained after graduation from the first degree and should demonstrate appropriate managerial responsibilities and career progression.
- References - for Full-time MBA applicants, two referees must be nominated. One should be academic and the other should be a person with up-to-date knowledge of the applicant's employment activity. For Executive MBA applicants two employment references must be provided.
- Subject to meeting entry criteria as evidenced by the information provided in the application form, for applicants to the MBA programmes an interview forms part of the selection process. See section 4.1 below.

4.1 Interviews

With the exception of applicants to the MBA programme, Leeds University Business School 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 an 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 through the Portal to attend an interview and a choice

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. Typically the interview will be less than 30 minutes' duration.

Applicants for the MBA programmes who have met the entry criteria will be selected for interview as this forms part of the decision making process. The Full Time MBA Programme Director and the Director of Executive MBA programmes, and/or their nominees, will be responsible for interviewing on their respective programmes.

A note of the interview, including the reasons for the decision, will be taken by the interviewer and held on the applicant's file.

Feedback on any interview is available to all candidates and any interview records compiled are subject to the Data Protection Act. Any written notes of the interview can be requested by applicants following an interview.

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 will make 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, and where required, proof of English Language as detailed in section 3.4. The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made

The University will withdraw its offer to you if it is discovered that you have made false statements or omitted significant information in your application to the University. An application may be withdrawn either by the applicant or by the University. If the University withdraws an application the reason will be communicated by the School.

4.3 Unsuccessful applicants

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made through the Portal.

We aim to respond to requests for feedback within 10 working days of receipt of the request. We will provide feedback by email directly to the applicant. We will only provide feedback about a decision directly to the applicant unless the candidate provides written permission for us to discuss it with another party.

Where an applicant is refused a place on the MBA programme because of a lack of managerial work experience, they are welcome to reapply at a later date once they feel they have acquired this experience. These applications will be assessed on the same basis as all other applicants.

4.4 Complaints

Leeds University Business School 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 challenge a decision to reject their application should write to the Dean of the Business School, 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 [Postgraduate Admissions Policy](#).

4.5 Disabled applicants

Leeds University Business School 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 be 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/.

4.6 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.

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.

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.

² Which are not classed as a "disability".

4.7 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.

4.8 Applicants seeking deferred entry

Leeds University Business School 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. 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 Leeds University Business School and is strictly limited to a maximum of one academic year following the year of initial application. 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.

4.9 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. 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.

4.10 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).

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.

4.11 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 Leeds University Business School Open Events

Masters, MBA and EMBA open events are held regularly throughout the year, including evenings and Saturdays. Details can be found on the Business School website, with details of Masters events at <http://business.leeds.ac.uk/masters/meet-us-at-an-event/> and those of MBA / EMBA events at <http://business.leeds.ac.uk/the-leeds-mba/meet-us-at-an-event/> . Outside of these events, requests to visit and meet with staff should be directed to the Postgraduate Admissions Office masters@lubs.leeds.ac.uk

Postgraduate Open Days are normally held in February, April and June. Details of Open Days can be found on our website: <http://business.leeds.ac.uk/meet-us>

The Postgraduate Admissions Office is open daily from Monday – Friday, 9am to 5pm. Admissions staff are ready to answer all questions regarding qualifications, provide support with the application process, provide tours of the building and arrange meetings with course directors for applicants.

6. Scholarships & 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 Leeds University Business School scholarships information

Further details of School level scholarships can be found on our website at:

<http://www.business.leeds.ac.uk/masters/scholarships>

7. Contact details

Postgraduate admissions enquiries to Leeds University Business School should be directed to:

Postgraduate Admissions Office Leeds
University Business School
Maurice Keyworth Building
University of Leeds
Leeds
LS2 9JT

Tel: +44 (0)113 343 4908

Email: masters@lubs.leeds.ac.uk

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