

UNIVERSITY OF LEEDS
SCHOOL OF LANGUAGES, CULTURES AND SOCIETY
LANGUAGE CENTRE ADMISSIONS POLICY
2018-19

This document outlines the Language Centre Admissions Policy for 2018-19 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the [University of Leeds Taught Postgraduate Admissions Policy](#) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Language Centre Admissions Policy applies to the following programmes and any new programmes which may be introduced:

- *Academic English for Undergraduate Studies*
- *Academic English for Postgraduate Studies*
- *General English Programmes**

Discipline-specific pre-sessionals:

- *Language for Arts and Humanities*
- *Language for Business, Management and Enterprise*
- *Language for Communication and Society*
- *Language for Economics and Finance*
- *Language for Education*
- *Language for Engineering*
- *Language for Human Resources Management*
- *Language for Law*
- *Language for Marketing*
- *Language for Science*
- *Language for Politics and Society*

**These programmes can be offered part time. Please follow the application process as detailed below.*

1. Principles

The Language 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 the ability of each applicant to meet the criteria for admission to the relevant programme of study.

2. Selection Principles

The Language Centre will treat all applicants fairly and not discriminate unlawfully on grounds of: age, disability, gender, gender identity, pregnancy or maternity status, race, religion or belief, sexual orientation.

3. Application process

Applications may be submitted by the applicant, or by an agent or agency acting with consent on behalf of the applicant.

3.1 How to apply

Applications to the Language Centre are made via application form to elapplications@leeds.ac.uk, unless the applicant intends to study a discipline-specific pre-sessional only as preparation for a Taught Postgraduate course at the University of Leeds. In this case, eligible applicants are contacted by the Language Centre following receipt of a Taught Postgraduate offer at the University of Leeds. Applications can also be made via the portal at <https://application.leeds.ac.uk/sign-up/>. Applicants intending to study a discipline specific pre-sessional only with progression to a Taught Postgraduate course at another institution should contact the Language Centre directly for advice.

Submission of supporting documents is essential to making an application. Please visit www.leeds.ac.uk/info/130567/language_centre/616/how_to_apply for more information.

Applications should not omit any requested or relevant information, or make any misrepresentation of information at any point of the application process, including after an offer is made.

For overseas applicants it is important to provide all CAS (Confirmation of Acceptance for Studies) and visa documents where an applicant has studied in the UK previously, as failure to do so may result in a delay in reviewing the application.

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at <https://equality.leeds.ac.uk/equality-inclusion-framework/policies/>.

3.2 General entrance requirements

Applicants are expected to be able to demonstrate their current level of English at application, through providing a valid English language certificate.

Criteria for entry to individual programmes of study vary and applicants are advised to check entry requirements before applying.

Entrance requirements for Academic English for Undergraduate Studies:

www.leeds.ac.uk/info/130567/language_centre/615/undergraduate_pre-sessional_english/3

Entrance requirements for Academic English for Postgraduate Studies:

www.leeds.ac.uk/info/130567/language_centre/617/postgraduate_pre-sessional_english/3

Entrance requirements for discipline-specific pre-sessionals:

www.leeds.ac.uk/info/130567/language_centre/617/postgraduate_pre-sessional_english/5

Entrance requirements for General English:

www.leeds.ac.uk/info/130567/language_centre/618/general_english_course/3

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

3.3 Application deadlines

Where relevant, applicants are encouraged to apply as early as possible for Language Centre programmes.

Deadlines for Academic English for Undergraduate Studies:

www.leeds.ac.uk/info/130567/language_centre/615/undergraduate_pre-sessional_english/4

Deadlines for Academic English for Postgraduate Studies:

www.leeds.ac.uk/info/130567/language_centre/617/postgraduate_pre-sessional_english/4

Deadlines for discipline-specific pre-sessionals:

www.leeds.ac.uk/info/130567/language_centre/617/postgraduate_pre-sessional_english/5

Entrance requirements for General English:

www.leeds.ac.uk/info/130567/language_centre/618/general_english_course/4

The Language Centre endeavours to ensure that the selection process provides equal consideration for all applicants who submit complete applications by the relevant deadline. The Language Centre may consider applications after the stated deadlines at the discretion of the Language Centre Admissions Tutor. The Language Centre reserves the right to not accept an applicant who has missed the application 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.

3.4 International/ Overseas students

Where a Tier 4 visa is required, the Language Centre must be confident that applicants meet the UKVI (UK Visas and Immigration) minimum requirements to obtain this.

An applicant may be eligible for a CAS (Confirmation of Acceptance for Studies) covering both the pre-sessional programme and Taught Postgraduate course at the University of Leeds. For more information, please contact the Language Centre.

Further information for prospective international applicants can be found on the University of Leeds website at www.leeds.ac.uk/international.

3.5 Admissions intake

The Language Centre may set a maximum number of student places for each programme and term.

4. Selection process

All selection decisions are made on the ability of each applicant to meet criteria for admission to the relevant programme of study.

4.1 Interviews

The Language Centre does not typically undertake interviews with applicants.

4.2 Offers

Teaching, assessment and student support will take place in the language of English. Please note that in order for applicants to be accepted, the Language Centre must be confident that candidates have the proficiency in English language necessary to succeed on the chosen programme of study.

Offers are made based on the information supplied at application, including supporting documents and, where applicable, the applicant's intended progression route (for example, to an undergraduate or postgraduate course at the University of Leeds).

Applicants who are successful in gaining a place for Language Centre study and who wish to accept their offer should confirm this as soon as possible. If an application form was initially submitted to elapplications@leeds.ac.uk, acceptance of the place should be confirmed to this address. If the application was made via the University's online application system, the offer should be accepted via this system.

Where a pre-sessional offer includes multiple terms, progression onto the next term is dependent on successful completion of the previous term.

Please note that we advise against applicants changing their intended degree course after accepting their Language Centre offer.

4.3 Unsuccessful applicants

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. Generally, such feedback will be given.

All requests for feedback must be addressed to the Language Centre Admissions Tutor. Requests should be made in writing and signed by the applicant, or made via email from the email address listed on their application form. The Admissions Tutor's contact details are in section 6.2 of this document.

The University's policy on providing feedback to applicants can be found in the [University of Leeds Taught Postgraduate Admissions Policy](#).

Any applicant who has previously submitted an unsuccessful application to the Language Centre may reapply. Such candidates should be aware that that no guarantee can be given that an offer will be made.

4.4 Complaints

The Language Centre 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](#). Applicants who wish to challenge a decision to reject their application should write to the Language Centre Executive Director detailing the nature of their complaint. The Executive Director's contact details are in section 6.3 of this document. 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 Taught Postgraduate Admissions Policy](#).

4.5 Age and Safeguarding

The Language Centre recognises someone's young age (if under 18) or safeguarding position may need to be taken into account. Guidance will be provided to applicants who will be under 18 either at application or start of study.

For full details of the University policy please see the University [Safeguarding Policy](#).

4.6 Disabled applicants

The Language Centre 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 eligibility for the chosen programme of study. It is reviewed in order to identify the potential study-related support requirements, and the eligibility for disability-related support funding, so that the University can ensure the applicant is supported effectively on the 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](#).

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

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

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact 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".

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 Language Centre to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances.

4.8 Support for applicants who are pregnant or who have young children

The Language Centre policy for pregnant students and students with young children can be found at: www.leeds.ac.uk/info/130567/language_centre/622/student_support.

In line with the University policy on support for students who are pregnant or who have young children (available from <https://equality.leeds.ac.uk/equality-inclusion-framework/policies/>), 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.

4.9 Guidance for trans applicants

Applicants who do not wish to disclose their trans status to the Language Centre 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 actions will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

4.10 Applicants seeking deferred entry

The Language Centre will consider requests for deferral. The Language Centre considers a deferred applicant as one who currently holds an offer but wishes to change their term of entry to a following term, or their year of entry to the following year. Applicants who wish to defer an offer of a place should contact the Language Centre.

4.11 Applicants wishing to reapply

Any applicant who has previously submitted a successful application to the Language Centre but not taken up their place may reapply. Such candidates should be aware that that no guarantee can be given that another offer will be made.

4.12 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution, assuming that where there is an academic progression requirement for visa purposes, this has been met.

Candidates who have been withdrawn from their earlier studies due to academic failure or who previously left the University due to non-academic reasons (for example, ill health) who wish to reapply should contact the Language Centre for advice before submitting an application.

Applications from candidates who have been permanently excluded from the University for disciplinary reasons, or 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.

4.13 Criminal convictions

The University has a [policy statement on students with criminal records](#). 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 they have registered as a student, 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.

4.14 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 Language Centre before travelling.

5. Opportunities to visit

5.1 Visiting the Language Centre

Any applicant wishing to visit the Language Centre before submitting an application may request an independent visit by contacting langc@leeds.ac.uk.

6. Contact details

6.1 Application enquiries

Admissions enquiries to the Language Centre should be directed to:

Language Centre Admissions Team

Language Centre Reception
Level 3, Parkinson Building
University of Leeds
Leeds
LS2 9JT
Telephone: +44 (0) 113 343 3251
Email: langc@leeds.ac.uk
Web: www.leeds.ac.uk/languages

6.2 Feedback requests

Feedback requests should be addressed to:

Language Centre Admissions Tutor
Language Centre
Level 3, Parkinson Building
University of Leeds
Leeds
LS2 9JT
Email: langc@leeds.ac.uk

6.3 Complaints:

Complaints should be addressed to:

Executive Director
Language Centre
Level 3, Parkinson Building
University of Leeds
Leeds
LS2 9JT
Email: langc@leeds.ac.uk

6.4 International Student Office

The International Student Office provides specialist immigration advice along with welcome and orientation support specific to the needs of international students.

International Student Office
Level 11, Marjorie and Arnold Ziff Building
University of Leeds
Leeds
LS2 9JT
Telephone: +44 (0) 113 343 3930
Email: internationalstudents@leeds.ac.uk

Last updated 7 September 2018 by Lorna Riley