

UNIVERSITY OF LEEDS
LEEDS UNIVERSITY BUSINESS SCHOOL
UNDERGRADUATE ADMISSIONS POLICY
2019

This document outlines the Leeds University Business School 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](#) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Leeds University Business School Admissions Policy applies to the following programmes (UCAS codes included):

Accounting Programmes

BSc Accounting and Finance (N420)
BSc Banking and Finance (N320)

Economics Programmes

BSc Economics (L100)
BSc Business Economics (L112)
BSc Economics and Finance (LN13)
BSc Economics and Management (LN12)

Business Management Programmes

BA Business Management (N200)
BA Business Management with Marketing (N2N5)
BSc Business Analytics (N4N2)

Human Resource Management Programmes BA

Human Resource Management (N611)
BA Business Management and the Human Resource (8H67)

International Business Programmes BSc

International Business (N120)
BSc International Business and Finance (NN13)
BSc International Business and Marketing (N1N5)

1. Principles

Leeds University Business School 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

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 UCAS process

Applications for places on undergraduate courses starting the following September at Leeds University Business School must be made through the online Universities and Colleges Admissions Service (www.ucas.com). Applications will be considered as follows:

- Applications submitted between 1 September and 15 January are guaranteed equal consideration with other applicants.
- Applications submitted between 16 January and 30 June will be considered at our discretion and subject to places remaining available.

Leeds University Business School will declare to UCAS the programmes for which they will accept UCAS Extra applications and these will be posted on the UCAS website at <http://www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/adding-extra-choices>.

3.2 Access to Leeds and Realising Opportunities scheme

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two or more of the following criteria are eligible to apply for the Access to Leeds scheme:

- be 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 an income threshold of £25,000, or in receipt of free school meals during your GCSE studies
- be in the first generation of your immediate family to go to university
- attend a school achieving below the national average at GCSE (Attainment 8 score)
- your only option is to attend a local university
- your studies have been disrupted by circumstances in your personal, social or domestic life
- you live in a geographical area with low progression to higher education (see our [online postcode checker](#))
- you live 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 GCSE 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 entry 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 GCSE 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 Deferred applications/ Gap-Year

Leeds University Business School 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 UCAS application form to explain their reasons for taking a Gap Year.

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

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, a new application must be made through UCAS and the applicant should contact the School.

3.4 Re-sits/ Re-applications

Leeds University Business School will accept applications from applicants who have re-submitted applications and/or re-sat examinations.

Applicants re-sitting any part of a qualification should make this clear on their UCAS application form under section *5B. QUALIFICATIONS NOT YET COMPLETED OR CERTIFICATED*.

Typically we expect candidates to have completed their A-Level or equivalent qualifications within 3 consecutive years. If this has not been the case, then we advise that the academic referee provides further information as to reasons for this within their reference on the UCAS form.

3.5 Early Examinations

The Leeds University Business School recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability, this may be as early GCSEs or A-levels (or equivalent) across three years.

Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting. If this has not been the case, then we advise the school provides further information as to reasons for this within the academic reference section of the UCAS form.

3.6 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. Therefore, AS results will not be used as part of the selection process for Leeds University Business School programmes.

3.7 Internal transfers into Level 1

Leeds University Business School will consider applications from students who wish to transfer internally to Level 1 of our programmes after commencing Level 1 of another programme at the University of Leeds, providing places are available. In order to be considered for a transfer, in the first instance students must consult the Undergraduate Admissions team by emailing lubsugadmissions@leeds.ac.uk before proceeding. The entry requirements remain the same as our current standard Level 1 entry requirements. A personal statement reflecting the student's motivations for studying the new programme will be requested. In some instances, a reference letter from their current personal tutor may also be requested. The student's current university study will be considered as part of the review process. Applications from within the University for Level 1 are processed internally and not through UCAS. The Leeds University Business School Undergraduate Admissions team will only begin considering programme transfer requests from 1st May 2019 once the following academic year's programme catalogue is made available. The deadline by which to apply for transfer is 30th June 2019.

The deadline of the 30th June 2019 also applies to candidates holding a study offer outside of the Business School for entry in September 2019 who wish to change their Firm choice to the Business School.

3.8 External transfers and Advanced Entry

Leeds University Business School does not accept applications from applicants who are seeking advanced entry into Level 2. All applications must be made to the first year. *The only exceptions to this are for those applicants applying for advanced entry through a formal articulation route with one of our recognised partner institutions (please see <http://business.leeds.ac.uk/undergraduate/entry-requirements/direct->*

entry/), or holders of the Singapore Polytechnic Diploma applying for advanced entry to the BA Business Management programme (please see <https://business.leeds.ac.uk/undergraduate/entry-requirements/equivalent-qualifications/>) for more details on Singapore entry requirements.

3.9 Former students of the University and Application for Re-entry

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 Undergraduate Admissions team at lubsugadmissions@leeds.ac.uk for further information.

3.10 Joint Honours applications

The University of Leeds offers one of the most varied selections of two-subject degrees in the country. For the current range of Joint Honours programmes offered in conjunction with Leeds University Business School, please refer to <http://business.leeds.ac.uk/undergraduate/courses/>. Please note, that the Leeds University Business School does not administer these joint honours programmes. Applicants should visit the web pages of the partner school, or contact the parent school admissions office directly, for any admissions related queries.

Please note that once you have commenced a Joint Honours programme it may not always be possible to transfer onto a Single Honours programme relating to one of the subjects where there are too many modules common to both programmes. Cases are reviewed on an individual basis subject to the arrangements in paragraph 3.7.

3.11 Extended degree programmes

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University's extended degree programmes with foundation year. Please see Appendix A of the University of Leeds undergraduate admissions policy, or the [Lifelong Learning Centre website](#) for details.

3.12 International/ Overseas students

Teaching, assessment and student support will take place in English, unless otherwise stated. For this reason the University and the Schools must be confident that candidates have the proficiency in English language necessary to succeed on the chosen programme of study and that they meet the UKVI minimum requirements to obtain a Tier 4 visa.

All applications from international students are considered in line with our standard entrance requirements, (typically expressed as GCE A-level qualifications) and we

would expect predicted grades to be of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for the Leeds University Business School can be found at:

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

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 alternatively 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 the [University of Leeds Undergraduate Admissions Policy](#)

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies. Information for international applicants can be found on the University of Leeds [International Students webpages](#) and on the University's [International equivalency requirements webpage](#).

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

3.13 Mature applicants

Mature students, those who will be over 21 at the point of entry, wishing to study on a full-time basis should apply using standard UCAS procedure (See [section 3.1](#)). Applicants are assessed on the basis of their UCAS form, as detailed in [section 4](#). An interview and/or piece of assessed written work/test may also be offered as part of the entry process.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact: lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

3.14 Part-time applicants

Leeds University Business School does not offer undergraduate programmes on a part-time basis. However, other programmes may be available within the rest of the University.

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre rather than through UCAS.

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.

3.15 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 the University [Safeguarding Policy](#).

Leeds University Business School does not currently have any age restrictions attached to any of our modules.

3.16 Disabled applicants

Leeds University Business School 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 academic 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.

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 considering their application, they should refer to section 4.11 of the [University's Undergraduate admissions policy](#)

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the [University's Equality Policy Unit](#).

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

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue 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.

¹ ¹The 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 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 the applicant is 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.

3.18 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 at 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](#).

3.19 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 [the Equality Policy Unit website](#)), 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.

3.20 Criminal convictions

The University has a policy statement on students with criminal records (see 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 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.

Section 4: Admissions Requirements

4.1 Admissions intake

Details given in Section 4.2 represent the typical annual intake through UCAS for programmes within Leeds University Business School. The figures given are for home students, including mature students and those from the European Union. International fee-paying students are considered separately and are not included in these figures.

4.2 Competition for places

Programmes within Leeds University Business School are generally very popular. We receive nearly 6000 applications for around 450 UK/EU places.

4.3 Selection process

All applications must be made online through the Universities and Colleges Admissions Service (www.ucas.com). Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become successful students on our degree programmes.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the [Equality Policy Unit website](#).

4.4 Academic entrance requirements

Leeds University Business School welcomes applications from applicants studying a range of equivalent Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course. Please see <http://business.leeds.ac.uk/undergraduate/entry-requirements/> for confirmation of our entry requirements and accepted qualifications. Leeds University Business School 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.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort and in response to re-structures in qualifications and changes in syllabi.

4.5 Personal statement advice

The personal statement of the UCAS form helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. Please see the 'Writing your personal statement' section - including 'Hints and Tips'- of our How to Apply guidance at <http://business.leeds.ac.uk/undergraduate/how-to-apply/>

4.6 Interviews

Interviews are normally not part of our standard admissions process although in some cases applicants will be invited to discuss further their motivations for studying, interest in the subject and capacity and commitment to study at undergraduate level. Such applicants will also be asked to provide a recent piece of academic writing, or may be given an essay title to complete prior to interview.

Interviews will be conducted at the Leeds University Business School. Offers will be subject to a successful interview and assessment of written work.

4.7 Application Checklist

Before a UCAS application is submitted you should check you have done the following:

1. Applied for Year 1 entry, unless part of a formal articulation route with one of our recognised partner institutions. For more information, see <http://business.leeds.ac.uk/undergraduate/entry-requirements/direct-entry/>
2. Shown a full academic history in Section 4, including all secondary schools and attendance at other Higher Education Institutions, regardless of the length of study.
3. Explained any gaps of more than six months that appear in Section 4 within the personal statement, or Section 7 if related to paid employment. .
4. Provided evidence in Section 5A or 5B that you have completed high school level, or equivalent level, of study as defined by the Undergraduate Admissions team.
5. If applicable, declared any examinations being re-sat in Section 5B. We will not check the personal statement or reference for resit details if not included in this section.
6. Provided a reference from your most recent institution of study, including predicted grades, where relevant. The reference must be submitted to UCAS directly by the referee.

Failure to comply with the above could result in delays in reviewing the application, or rejection on the basis that it is incomplete.

Section 5: Offers

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. Offers are made based on the information supplied on the UCAS form and, where applicable, performance at interview and merit of submitted academic work (see paragraph 4.6). 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

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 will be indicated in the confirmation letter you will receive once the Leeds University Business School are able to confirm your place. 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 Undergraduate Admissions team at lubsugadmissions@leeds.ac.uk before travelling.

5.3 Re-marks and Deferred applicants

Leeds University Business School will confirm an applicant's place following an improved final grade which results in meeting our offer requirements following a re-mark, if the improved grade is confirmed by 31 August. Applicants requesting a re-mark must inform the Business School Undergraduate Admissions team as soon as possible once a re-mark request has been made.

Applicants who meet offer conditions after 31 August due to a re-mark may be offered a deferred place.

Where a deferred applicant does not meet the conditions of their offer they may not have their place confirmed.

5.4 Unsuccessful applications

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

5.5 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to lubsugadmissions@leeds.ac.uk and sent from the email address listed on their UCAS form. Once requests are received, feedback will be given via emails as soon as possible.

Leeds University Business School will not enter into discussion relating to the outcome of individual applications with anyone other than the applicant themselves, unless the applicant provides written permission for the Business School to discuss this with another person (i.e. a parent), or has provided the name of a nominated person on the UCAS application form. This policy is in accordance with the General Data Protection Regulation (GDPR) of May 2018.

5.6 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 [Undergraduate Admissions Policy](#).

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 [Undergraduate Admissions Policy](#).

Section 6: Opportunities to visit

6.1 University open days

The University of Leeds Undergraduate Open Days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our [open day webpage](#).

6.2 Offer holder visit days

Applicants who submit a UCAS application prior to the 15 January deadline and receive an offer by the end of March will be invited to attend a Leeds University Business School offer holder visit day. These visit days take place between late January and April. Attendance is not compulsory and does not form part of the selection process. The purpose of the offer holder visit day is to enable applicants to familiarise themselves with the department and the programme of study in order that they are able to make an informed choice about whether or not to accept their offer. Unless you are specifically informed in advance, they will not be required to undertake an interview as part of this visit.

6.3 Independent Visits

Potential and current applicants who are unable to attend one of the Pre-offer Open or Post-offer Visit Days may be able to visit the School and speak with an Undergraduate Admissions Officer. Please note, that it may not always be possible to arrange these visits due to staffing or workload considerations. For further information, please contact the Undergraduate Admissions team at lubsugadmissions@leeds.ac.uk.

Section 7: Scholarships & funding

The University of Leeds has one of the most comprehensive financial support packages available. One in three students qualifies for a bursary and in addition we have a series of scholarships. For further information about scholarships available and other types of financial support, please visit <http://www.leeds.ac.uk/info/130528/funding>

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 Leeds University Business School should be directed to lubsugadmissions@leeds.ac.uk.

Updated by Leeds University Business School Undergraduate Admissions Team and Gary Slater, Faculty Director of Taught Student Admissions, June 2018