

# UNIVERSITY OF LEEDS

## Taught Postgraduate Admissions Policy

2019

The purpose of this document is to set out for all interested parties the position of the University of Leeds on key matters relating to recruitment and admission to our taught postgraduate programmes for all applications received by the 1<sup>st</sup> September.

This policy was last reviewed: February 2018

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## **Section 1 Principles**

The University of Leeds is a research-intensive institution which creates, advances and disseminates knowledge. Our aim is to develop outstanding graduates and scholars who can make a major impact upon global society.

The University is shaped by the values of academic excellence, community, professionalism, integrity and inclusiveness. The setting of high admissions standards plays a key role in maintaining academic excellence.

The University of Leeds is committed to providing a professional admissions service through clear, fair and consistently applied policies and procedures. The University aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to academic life at a research-intensive university.

The University recognises that, in order to provide fair, equal and transparent access to all prospective students, it may need to demonstrate a flexible approach and, where appropriate make adjustments for individual applicants - for example, disabled applicants or applicants who have faced exceptional circumstances.

Our policies and practice are driven by our belief that the life of the University is enriched by having a body of students which reflects the community at large and includes students from all parts of the UK and overseas.

## **Section 2 Context**

The University's admissions policies are consistent with the Quality Assurance Agency's Code of Practice, Chapter B2 on Recruitment selection and admission to higher education and comply with current equality laws affecting the admission of students.

Admissions policies and practices are also guided by the principles articulated within the ['Schwartz Report of the Admissions to Higher Education Steering Group 2004'](#).

## **Section 3 Governance**

### **3.1 Role of the Recruitment Committee**

Taught Admissions policies at the University of Leeds are overseen by the University Recruitment Committee. The Committee's terms of reference are to:

- To review practices, policies and procedures for the effective recruitment and admission of students to undergraduate and taught postgraduate programmes, recognising differences in the organisation of constituent faculties and cross-institutional units such as Lifelong Learning Centre and International Pathways;
- To ensure and promote equality, diversity and inclusion in the practices, policies and procedures of the University and its constituent faculties in relation to outreach, recruitment and admissions, taking into account relevant quality assurance requirements and statutory requirements such as those around widening participation (e.g. the Access Agreement);

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- To receive reports and feedback from cross-institutional teams (e.g. Educational Engagement), faculty recruitment groups and working groups in relation to matters of outreach, recruitment and admissions, providing comment and making recommendations as required;
- To initiate cross-faculty or University-wide actions that will improve the delivery of objectives around outreach, recruitment and admissions, making use of collective intelligence and best practice;
- To partner with the Recruitment Management Group in the operationalisation of practices, policies and procedures, ensuring delivery in accordance with strategic objectives of the University;
- To keep the Taught Student Education Board apprised of all matters relating to recruitment and admissions, giving urgency to any beyond the reach of the committee that may impact the achievement of strategic objectives.

### **3.2 Role of the Student Education Service**

Admissions decisions at the University of Leeds are ultimately made by Academic Schools and/or Faculties. The Student Education Service (SES), provided by professional services staff, is responsible for managing the admissions procedures in line with the University's admissions policies, providing support, training and advice to its staff, enquirers and applicants.

Admissions tutors work collaboratively with marketing colleagues and with admissions colleagues in the SES in delivering the academic elements of the recruitment strategy and faculty/school's offer making strategy in accordance with the SES Student Recruitment roles and responsibilities framework.

### **3.3 Guidance for Admissions Staff**

All members of academic and professional services staff with responsibility for the admissions process are given appropriate guidance in order to fulfil their roles competently and in line with this policy. Structured guidance is given in light of any national or institutional changes to admissions policy or procedures and ongoing counsel is provided to all admissions staff in the Student Education Service.

### **3.4 Transparency**

The University is committed to providing accurate and clear communication of information that will support students to make an informed decision about their course. The University requires Academic Schools to publish guideline entry requirements for all taught postgraduate programmes in all relevant communications, for example University of Leeds Taught Postgraduate Prospectus. All offer letters must also include full details of any conditions an applicant must meet in order to be confirmed onto a course. Additionally the University requires Academic Schools to publish local level admissions policies, which support this main University policy and provide applicants with more detailed information about programme specific selection criteria and processes.

### **3.5 Consistency**

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In order to ensure consistency and fairness, the general principles and procedures set out in this policy are followed by all Academic Schools. The University acknowledges that admissions processes will vary to some extent across subject areas depending on the nature of the programme. Any variations in process will be detailed in faculty/school admissions policies.

### **3.6 Monitoring**

This policy is reviewed annually by the University Recruitment Committee and, where appropriate, policies and procedures for the admission of students to taught postgraduate programmes may be revised in line with changes to the internal and external admissions environment.

The admissions policy and practice of Academic Schools is reviewed annually by Faculty Committees who will make recommendations to the University of Leeds Recruitment Committee for approval.

## **Section 4 Admissions Requirements and Applicant Support**

### **4.1 Selection principles**

The University of Leeds operates a fair and equitable selection process ensuring due consideration is given to all applicants who apply by the relevant closing date. Achievement or predicted achievement of the required qualifications does not necessarily guarantee an offer of a place. All selection decisions are made on the basis of merit which may include academic and non-academic criteria for admission to the relevant programme of study.

The selection criteria must treat all students fairly and equally, and not discriminate unlawfully because 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](#).

### **4.2 General entrance and matriculation requirements**

All applicants are required to meet certain minimum academic and non-academic standards in order to meet our matriculation requirements, the standards by which an applicant is eligible to register for a course.

Applications are assessed by admissions staff on the basis of information provided on the application form. All applicants are assessed as individuals and are given fair and equal opportunity to demonstrate relevant skills and provide supporting information where required. In some cases the selection process may include other steps for example interviews, auditions or the submission of supplementary work in addition to the information provided on the application form. The criteria for assessment vary across different programmes and full details will be provided in the relevant faculty/school admissions policy which can be found on the faculty/school website. Academic and non-academic entrance requirements are reviewed annually in line with the University's aim to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education on their chosen programme. Academic Schools, their Admissions Tutors and

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administrators should consider exercising flexibility where appropriate in response to individual applicants requesting adjustments to assessment methods.

Any unsupported or inaccurate claims within an application may invalidate the application and may lead to the applicant being rejected.

In order to comply with the requirements of relevant professional bodies, applicants to certain vocational or professional courses may be required to pass checks by the Disclosure and Barring Service (formerly a Criminal Records Bureau check), or to demonstrate medical fitness to train prior to being admitted. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

### **4.3 Qualifications**

Applicants to taught postgraduate programmes should normally have a good first honours degree of at least a UK second class (or equivalent) or higher. Criteria for entry to individual programmes of study may be higher and applicants are advised to check the relevant Academic School prior to making an application. Exceptions to this academic requirement for some programmes may be made when applicants can demonstrate significant relevant work experience and their potential for benefiting from the programme is clear. Applicants who are uncertain about the requirements for a particular taught postgraduate programme are advised to contact the University prior to making an application. The contact details for application enquiries can be found in [section 7](#) of this document.

### **4.4 English language requirements**

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 (UK Visas and Immigration) minimum requirements to obtain a Tier 4 visa.

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. They will be made an offer which is conditional on successful completion of one of the approved tests, or alternatively a 'combined offer' for one of the University of Leeds pre-session English language courses and their chosen Taught Postgraduate programme, as an alternative route to meeting the English language requirement. A list of applicants who are not required to undertake further English language tests can be found in [appendix A, section 1](#). A list of acceptable language qualifications and the minimum pass level required are detailed in [appendix A, section 2](#). Some schools, faculties or programmes specify higher requirements than the University minimum for English Language, please check [Coursefinder](#) for the entry requirements.

Any offer made that is conditional on an English language requirement will be subject to provision of documentary evidence that the required standard has been met. Applicants who have already taken an English language qualification should enclose a copy of their test score with their application.

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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-session English language summer courses, they may be eligible for a combined offer for the pre-session and Taught Postgraduate programme. Applicants will be informed of their eligibility for a combined offer via their offer letter. Applicants with a combined offer needing a CAS (Confirmation of Acceptance to Study) will receive a single CAS for the duration of their studies. Applicants must attend the pre-session 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. Alternatively an applicant can request two separate CASs for their two programmes. The English language requirement would, in this instance, need to be met 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](mailto:tp_applications@leeds.ac.uk).

Even students with high language scores can find they need additional language support before and during their degree studies at the University of Leeds. The Language Centre offers a range of classes throughout the year, including pre-session intensive English courses for academic purposes from July to September. Details of programmes and contact details can be found on the [Language Centre website](#).

Where an applicant has already satisfied the English language requirements but subsequently provides further evidence that falls below the University's or the UKVI's entry requirements, the offer must be revised as follows:

- An unconditional offer, made on the understanding that English language proficiency was met, will be changed to conditional upon evidence that the currently achieved level is lower than the UKVI minimum of CEFR (Common European Framework of Reference for Languages) Level B2. For example, an IELTS (International English Language Testing System) test with an overall score of 6.5 taken in 2016 would be overridden by an IELTS test with an overall score of 5.0 taken in 2017, making the offer conditional on English.
- Where an applicant would be exempt from providing additional English language evidence from an older qualification ([appendix A section 1](#)) but provides a more recent qualification that shows a level which is below CEFR B2, any offer made will be conditional on meeting the English language requirements for the course. For example, an Indian XII or a Bachelor degree from Nigeria taken in 2011 would be overridden by an IELTS test with an overall score of 5.0 taken in 2017.
- Where more recent evidence is provided which does not meet the English entry requirements for the programme, but exceeds the UKVI minimum of CEFR Level B2, it is at the discretion of the Academic School whether an English condition should be made.

#### **4.5 Applicants who have non-UK qualifications**

Admissions staff have experience in considering a wide range of international qualifications against the University's entry requirements. Information for international applicants can be found on the University of Leeds [International Students webpages](#), and our [international equivalency requirements webpage](#).

Prospective applicants who wish to discuss whether their qualifications will meet the University's entry criteria should contact the Admissions Enquiries Office (see [section 8](#)). The University works with a network of representatives across the globe who can give informed advice on all matters relating to life in Leeds and applicants and enquirers may be referred to one of the University's regional offices.

#### **4.6 Part-time study**

Applicants who wish to study on a part-time basis should contact the Academic School to check on part-time options prior to making an application. Overseas applicants and applicants from non-EU countries should note that student visa regulations will not normally allow study on a part-time basis.

#### **4.7 Widening Participation**

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. The University offers a range of financial support to academically able students from less affluent backgrounds to ensure they are not deterred from progressing to taught-postgraduate study due of financial reasons. Support from us does not have to be repaid. Further details can be found on our [Funding webpage](#).

#### **4.8 Fees and financial support**

Eligible UK or EU students, whether full-time or part-time, are able to apply for a government Postgraduate Loan. A Postgraduate Loan can help with course fees and living costs while studying a postgraduate master's course. Information on how to apply and the eligibility criteria is outlined at <https://www.gov.uk/postgraduate-loan>. In addition, the University is committed to ensuring that finance is not a barrier. The University of Leeds currently offers a wide range of scholarships and bursaries that provide funding for students to undertake postgraduate study at the University. Further details can be found on our [Funding webpage](#).

All students are expected to have made arrangements to meet the tuition fee payment requirements before accepting their offer. For information about tuition fee payment options please visit our [tuition fees payment schedule webpage](#).

#### **4.9 Advanced entry and accreditation of prior learning**

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. Applicants are advised to check the relevant faculty/school admissions policy which can be found on the faculty/school

website for further information. Further details of the University's policy can be found [on our webpage](#). For more information contact Funding, [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk).

#### **4.10 Age and Safeguarding**

The University recognises someone's young age (if under 18) or safeguarding position may need to be taken into account. For certain courses there may be restrictions in place for module choice or admission for those under 18; please see the school policies for further information as well as our [Safeguarding Policy](#) and our [Information for Applicants](#).

#### **4.11 Disabled applicants**

The University welcomes applications from disabled people<sup>1</sup>. The University will make reasonable 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 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.

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](mailto:disability@leeds.ac.uk).

If any candidate feels that their disability has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to [section 4.14](#) below.

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

#### **4.12 Applicants with a health-related issue**

This section deals with health-related issues<sup>2</sup>, which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant

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<sup>1</sup>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.

<sup>2</sup> Which are not classed as a "disability".

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Academic School 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. Offers made to some programmes in the schools of Dentistry and Medicine are conditional upon a satisfactory medical examination to be undertaken before the commencement of studies. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

If any candidate feels that their prior ill health has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to [section 4.14](#) below.

#### **4.13 Support for applicants who are pregnant**

In line with the University [policy on support for students who are pregnant or have young children](#), 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.

#### **4.14 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](mailto: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](#).

#### **4.15 Applicants who have faced exceptional circumstances**

If any candidate feels that any disability, prior ill-health – or other personal circumstance (for example, bereavement, or other difficult home or family circumstances) – may have affected their previous education, or grades received in past examinations, and where it could not be considered by the awarding body, then they are welcome to contact the relevant School to discuss this further. All formal requests for mitigating circumstances which are supported by a full declaration about the nature of the circumstances will be considered in the admissions process.

Where those circumstances are affecting, or have affected, current studies the correct course of action should be to notify the relevant awarding body of those circumstances. Whilst an applicant is welcome to notify the relevant admissions office of the circumstances, via a verified statement, the University will assume that the relevant awarding body will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final results and these final results are what will be used when making a decision.

#### **4.16 Applicants seeking deferred entry**

The University of Leeds 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 relevant Academic School by 1st April 2020. 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 the Academic 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 or who request a deferral after the above deadline will 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.

#### **4.17 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.

#### **4.18 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 4.9](#)) in accordance with the University's current policy.

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 will be rejected where they are received from candidates who have been permanently excluded (expelled) from the University for disciplinary reasons and from those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline. Former students should contact the relevant school for further information.

#### **4.19 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 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.

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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.

The University is obliged to refuse admission to applicants for certain programmes which are regulated by national or statutory bodies where enhanced DBS checks reveal prior criminal behaviour giving rise to concern for the protection of the public.

## **Section 5 Admissions processes**

### **5.1 Applications**

Applicants to taught postgraduate programmes are encouraged to [apply online](#).

### **5.2 Application deadlines**

Applicants are encouraged to apply as early as possible for taught postgraduate programmes.

Some programmes are very popular and may operate an application closing date. Where there is a specific closing date for an Academic School, it will be stated in the relevant faculty/school admissions policy (which can be found on the faculty/school website) and applicants are advised to check this prior to submitting an application.

If an applicant intends to apply for funding, an application should be submitted for a place at least two months 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.**

### **5.3 Academic documents**

The following academic documents must be submitted with a taught postgraduate application. International applicants who require a Tier 4 student visa to study in the UK should be aware that the Home Office may request to see original copies of academic documents at the point of entry to the UK. Original or certified copies of the academic documents submitted with a taught postgraduate application must also be produced to the University at the point of registration.

- **Higher education and professional qualifications**

If an applicant has already completed professional qualifications or previous degrees, whether at a UK or overseas university, a copy of the final degree certificate should be submitted with the application form.

Transcripts of an applicant's academic record are also required. These should provide full details of the degree class and grades obtained in each unit or module. If these documents are not in English they should be accompanied by a formal certified translation into English, provided by the awarding institution, by University of Leeds accredited agent and office, or by an official

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translator. This should be signed and dated, including their credentials, company details and confirmation that the translation is accurate.

Applicants who are awaiting assessment results should provide an interim transcript where possible.

- **CAS statement and Tier 4 visa**

Applicants who require a Tier 4 (General) Student Visa and have previously studied in the UK will need to provide documentary evidence detailing any periods of study on a Tier 4 (General) Student Visa (or on a Student Visa if the study in the UK was before 2009) in order for the University to be able to carry out checks to ensure compliance with the UKVI's Points Based System. Applicants are encouraged to include documents such as previous CAS, copies of passport pages containing visas or copies of Biometric Residence Permits with their application to assist in processing. Any information that is not included in the application will be requested when the application is considered, or we may need to ask the permission of the applicant to check their UK immigration history directly with the UKVI.

Please note where the UKVI allows exceptions to its policy, the University reserves the right to make its own assessment on whether these are applied.

- **English language qualifications**

Proof of English language proficiency is required as part of the taught postgraduate application. Copies of the results of any formal English language tests, as approved by the University (see [appendix A](#)), which provide evidence that an applicant has met the minimum requirements for their chosen programme of study should be submitted with a Taught Postgraduate Application. Without this evidence, any offer made will be conditional on meeting the minimum English language requirements.

#### **5.4 Referees**

Full, clear and accurate contact details of two referees should be given to the University by the applicant at the point of application.

Academic Schools may request references from academic or professional<sup>3</sup> referees as a crucial element of the selection process and these will be requested directly from the referees by the University, using the details provided. It is the responsibility of the applicant to ensure that the nominated referees are able and willing to provide a reference where required. Nominated referees as appropriate to the programme should not be related to an applicant by blood or marriage and should be qualified to comment in detail on the applicant's capacity to cope with the demands of the programme for which they are applying.

The acceptance of references is at the discretion of the relevant Academic School and any further questions relating to the format of references or nominating appropriate referees should be directed to the administrator for the specific programme of study applied to. Contact details can be found in our [faculty directory](#).

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<sup>3</sup> If out of education for more than 5 years or are applying with evidence of work experience

## **5.5 Submission of work**

Applicants should also enclose with their application any written work or evidence of creative/practical ability that may be specified as an admissions requirement for their chosen programme. Applicants should check with the relevant Academic School prior to making an application as to whether there are any such requirements.

## **5.6 Communication with applicants**

The Student Education Service (SES) will directly communicate the outcome of an application to the applicant on behalf of the University of Leeds via the Applicant Portal.

Academic Schools may also communicate with applicants during the admissions process, for example requesting further information that is required. Applicants who have any queries during the application process are encouraged to contact us via the Applicant Portal. Once an offer has been received applicants should contact the Academic School to which they have applied.

## **5.7 Fraudulent statements and documents, plagiarism and omissions**

By submitting an application to the University of Leeds applicants are confirming that the information given is true, complete and accurate. Applicants should not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information or documents at any point of the application process including after an offer is made. Should this occur the University reserves the right to dismiss a current or future application, withdraw an offer of a place and/or revoke registration.

The Academic School may use a system to process personal statements received in support of an application in order to identify statements that show similarity. The School will receive notification of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of the School, applicants who are identified by the system may be given the opportunity to submit a new personal statement in support of their application.

## **5.8 Offers**

### **5.8.1 Conditional offer**

A conditional offer means that the University of Leeds will offer an applicant a place providing certain conditions are met. Usually conditions are based on the completion of outstanding qualifications or meeting the minimum English language requirements. Other conditions may include criminal record and health checks. Conditional Offers may state the overall grades that must be achieved and/or specific grades in named modules. Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must meet all conditions set by the University prior to the start of the course.

### **5.8.2 Unconditional offer**

An unconditional offer means that an applicant has met the academic and non-academic entry requirements and has been accepted on to their chosen programme of study at the University of Leeds.

### **5.8.3 Unsuccessful application**

Applicants will receive an 'unsuccessful' response if the University has decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons. Applicants who are unsuccessful in gaining a place on their chosen programme and wish to find out the reason for this should, in the first instance, refer to the relevant section within the faculty/school's admissions policy which can be found on the faculty/school website.

#### **5.8.4 Withdrawn application**

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 Academic School. The University reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. In cases where candidates are required to attend an interview as part of the application process, applications may be withdrawn if a candidate fails to attend without making contact with the University, or if an applicant is unable to attend and an alternative date cannot reasonably be found.

**The above does not prejudice the University's right to rely upon published disclaimers relating to delivery of programmes and services.**

### **5.9 CAS issuance and tuition fee deposits**

The University reserves the right to charge a tuition fee deposit. All self-financing students applying for postgraduate taught programmes at the University of Leeds are required to pay a tuition fee deposit if they require a Tier 4 General Student visa to study in the UK<sup>4</sup>. The tuition fee deposit is paid before the University issues a Confirmation of Acceptance to Study (CAS), which students need in order to apply for a visa. All necessary data for CAS issuance (e.g. passport details) must also be supplied. Applicants requiring a Tier 4 visa and who have previously studied in the UK will also need to submit a copy of their previous CAS statement and Tier 4 visa.

For more details about how to pay a deposit and the circumstances in which it may be refunded, please see our [fees guidance](#) webpage.

### **5.10 Interviews**

Interviewing of applicants varies across the university; some programmes interview all of their potential applicants and other programmes may interview an applicant if it will help inform whether an offer should be made or not.

For some programmes an interview or audition forms part of the selection process, to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the programme of study. Applicants who are invited for interview may obtain further information about the interview process from the relevant Admissions Tutor/Officer. In some cases interviews are used as an opportunity to find out more about an applicant's qualifications, motivation and preparations for undertaking a taught postgraduate degree.

Interviews are also designed to ensure that an applicant understands the nature and demands of their chosen degree programme and provide an opportunity to visit the

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<sup>4</sup> Special rules apply to School of Dentistry postgraduate applicants. Please see course listings on [Coursefinder](#) for details.

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School, view facilities and meet members of academic and professional services staff, and current students.

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. Academic Schools are 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](mailto:disability@leeds.ac.uk)) and the Equality Policy Unit for advice on other adjustments (email [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)).

### **5.11 Accepting an offer**

Applicants who are successful in gaining a place for taught postgraduate study will be made either a conditional or an unconditional offer. Applicants are encouraged to respond to their offer via the applicant portal. Applicants who need assistance can contact [tp\\_applications@leeds.ac.uk](mailto:tp_applications@leeds.ac.uk), providing their student ID, full name, and course of study.

### **5.12 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.

### **5.13 Feedback**

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback should be made via the applicant portal. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

### **5.14 Complaints**

The University will consider all applications fairly and effectively in line with the procedures outlined in this document.

Applicants who wish to challenge a decision to reject their application should write to, or where agreed email, the relevant Head of School to which they applied detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision.

On receipt of a complaint, the Head of School (or nominee not involved in the admissions process) will review the decision to reject the applicant. Following this review the Head of School (or nominee) will write to the applicant giving grounds for their decision, normally within 14 days.

Applicants who have complained to the Head of School and remain dissatisfied may submit their complaint to the University's Complaints Officer within 14 days of the Head of School's response. This Officer (or their nominee) will not review academic

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or professional judgements that have been made but will review matters relating to process. The Officer or nominee will aim to provide a response – a reasoned judgement – within 14 days of receiving a complaint. This judgement will represent the University's final decision on the matter. The Officer will report the outcomes of any reviews they conduct to the Recruitment Committee.

## **Section 6 Applicants' Personal Data**

The personal data of applicants is processed for the purposes of considering their admission in accordance with the University's [Code of Practice on Data Protection](#). If applicants have any concerns with regard to the processing of their personal data they should contact Adrian Slater, the University's Data Protection Officer, at [a.j.slater@adm.leeds.ac.uk](mailto:a.j.slater@adm.leeds.ac.uk).

## **Section 7 Contact details and web links**

Applicants should contact the Admissions Enquiries Team for information relating to courses and admission to the University of Leeds, details below:

Admissions Enquiries,  
University of Leeds,  
Leeds,  
LS2 9JT  
Telephone: +44 (0) 113 343 2336  
Email: [study@leeds.ac.uk](mailto:study@leeds.ac.uk)  
Web: <http://www.leeds.ac.uk/postgraduates>

### **7.1 Email contacts**

Disability Services: [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)  
Healthcare admissions: [admissions@healthcare.leeds.ac.uk](mailto:admissions@healthcare.leeds.ac.uk)  
Data Protection Officer: [a.j.slater@adm.leeds.ac.uk](mailto:a.j.slater@adm.leeds.ac.uk)

### **7.2 Web Links**

#### **Advanced Entry (accreditation of prior learning):**

[http://ses.leeds.ac.uk/info/22149/a-z\\_of\\_policies\\_and\\_key\\_documents/623/accreditation\\_of\\_prior\\_learning](http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/623/accreditation_of_prior_learning)

#### **Age and safeguarding policy:**

[http://www.leeds.ac.uk/secretariat/documents/safeguarding\\_policy.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf)  
[http://www.leeds.ac.uk/downloads/download/387/under\\_18\\_applicants](http://www.leeds.ac.uk/downloads/download/387/under_18_applicants)

**Coursefinder:** <https://courses.leeds.ac.uk/?type=PGT>

#### **Criminal Records Policy:**

[http://www.leeds.ac.uk/secretariat/documents/applicants\\_students\\_criminal\\_record.pdf](http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf)

#### **Data protection policy:**

[http://www.leeds.ac.uk/secretariat/data\\_protection\\_code\\_of\\_practice.html](http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html)

#### **English language requirements:**

[http://www.leeds.ac.uk/info/123100/admissions/143/entry\\_requirements](http://www.leeds.ac.uk/info/123100/admissions/143/entry_requirements)

**Equality and Inclusion Policy:** [www.equality.leeds.ac.uk/university-policies-2/](http://www.equality.leeds.ac.uk/university-policies-2/)

#### **International equivalency page:**

[https://www.leeds.ac.uk/site/custom\\_scripts/admissions\\_qualifications.php](https://www.leeds.ac.uk/site/custom_scripts/admissions_qualifications.php)

**International Students:** <http://www.leeds.ac.uk/international>

**Fees and finance:** [www.leeds.ac.uk/pgfeesguidance](http://www.leeds.ac.uk/pgfeesguidance)  
[http://students.leeds.ac.uk/info/10210/paying\\_fees\\_and\\_charges/604/tuition\\_fees](http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fees)  
<http://www.leeds.ac.uk/info/130536/funding>  
**Language Centre:** [http://www.leeds.ac.uk/arts/info/125008/english\\_language](http://www.leeds.ac.uk/arts/info/125008/english_language)  
**Leeds University Union:** <https://www.luu.org.uk/>  
**List of Faculties:** <http://www.leeds.ac.uk/faculties>  
**Online application form:** <http://www.leeds.ac.uk/students/apply.htm>  
**Schwartz Report:** <http://www.admissions-review.org.uk/>  
**Trans Guidance (Equality Policy Unit):**  
<https://equality.leeds.ac.uk/support/guidance-to-support-trans-staff-and-students/>

## **APPENDIX A - Proof of English Language Proficiency**

### **Section 1:**

#### **Applicants who are not required to undertake further English language tests**

Please note that this section may not apply to applicants that are submitting applications for programmes with an English language requirement that is higher than the University minimum.

The following applicants are not required to provide further English language qualification as proof of English language proficiency:

- Graduates<sup>5</sup> from:

Antigua & Barbuda; Australia; The Bahamas; Barbados; Belize; Botswana; Canada; Cameroon; Dominica; Fiji; The Gambia; Ghana; Grenada; Guyana; Republic of Ireland; Jamaica; Kenya; Lesotho; Malawi; Namibia; New Zealand; Nigeria; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Sierra Leone; Solomon Island; South Africa; Swaziland; Tanzania; Trinidad & Tobago; Uganda; United Kingdom; United States of America; Zambia; Zimbabwe.

- NHS registered overseas doctors
- Those who have completed a Master's degree in the UK or any of the above countries

### **Section 2:**

#### **English Language Qualifications**

The University recognises a wide range of English language qualifications and where applicable, will make an offer which is based on one of the approved tests. The University may also accept High School level English language qualifications with appropriate grades from countries where the medium of instruction is in English. Please check our [international equivalency pages](#) for further information.

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<sup>5</sup> Applies to graduates from institutions where the medium of instruction is English, who have normally spent a minimum of two years at this institution to complete their degree.

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The minimum acceptable scores for the most commonly presented English language Qualifications are given below and can be found on our [entry requirements webpage](#). However please note that some programmes may require higher scores. Please contact the relevant faculty/school for further information on entry requirements and acceptable English language qualifications.

**Commonly Accepted Qualifications**

- IELTS (International English Language Testing System)<sup>6</sup>: an overall score of 6.5 with not less than 6.0 in listening, reading writing and speaking.
- Pass in the Trinity College Integrated Skills in English (ISE) examinations<sup>6</sup>: II or above
- PTE Academic (Pearson Test of Academic English)\*: an overall score of 64, with at least 60 in listening, reading, writing and speaking
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English: grades A – C
- University of Cambridge ESOL Examinations: Certificate in Advanced English: grades A - C
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English: grades 176 overall with no less than 169 in any component (post Jan 2015)
- University of Cambridge ESOL Examinations: Certificate in Advanced English: grades 176 overall with no less than 169 in any component (post Jan 2015)
- ibtTOEFL (Internet-based Test of English as a Foreign Language): an overall score of 92, with no less than: 21 in listening and reading, 23 in speaking, and 22 in writing
- 70% or higher in English in the Indian Standard Twelfth, together with use of English as the medium of instruction at secondary school
- Cambridge IGCSE English as a First Language: grades A - C
- Cambridge IGCSE English as a Second Language: grades A – C

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<sup>6</sup> Please note, we cannot accept results from these tests that are over two years old at the start date of the course the applicant intends to study