**PGR Admissions: Waiving the English language requirement evaluation form**

**How to use this form**

This form should be used as an aid in the admissions decision-making process when a candidate cannot provide evidence of or take an accepted English language test or when the need to test the candidate’s English in such a way is under question. In order to waive the formal English language requirement, it must be demonstrated that the candidate’s level of English has met the level of English language ability as required by their intended research degree.

As such, this form should **not** be used:

* as a means of showing discretion regarding the level of English required by the research degree;
* as a means of making a case for waiving the formal English language requirement where the candidate’s ability in English is in question.

**Importance of clarity of candidate’s English language ability**

Please note that in instances where the candidate needs a Tier 4 General Student Visa to study in the UK, as part of our [sponsorship duties](https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators), the University must demonstrate that it has complied with the UK Visas and Immigration (UKVI) minimum requirement for PGR students, meaning that the candidate must have reached an appropriate level of English language (IELTS 5.5 overall, with 5.5 in **each component**, or equivalent). Accepting candidates where their ability in English is unclear brings a risk to the University’s Trusted Sponsor status with the UKVI. Additionally, in the interest of upholding fair and consistent admissions processes, equality of process for candidates who do not require a Tier 4 General Student Visa is important.

**Guidance**

Information about qualifications can be found using [NARIC](https://www.naric.org.uk/naric/). Schools are welcome to consult with the Language Centre (langc@leeds.ac.uk) for advice regarding a candidate’s level of English, but please allow good time for appropriate review. In exceptional cases the Language Centre may be able to conduct an interview if the candidate is able to submit an authentic written piece of work prior to interview.

The Postgraduate Research and Operations Admissions and Registration team (PGRO) is welcome to consult with the Language Centre (langc@leeds.ac.uk) regarding completed forms.

**Please provide the following Information:**

Student Name:

Student ID:

Intended School:

Intended start date:

School English language requirement as IELTS (Academic):

**English Language Profile**

A profile of the candidate’s English language ability is needed to ensure that the candidate has the linguistic ability to pursue PGR study. Please respond to those criteria that best indicate the candidate’s linguistic profile.

1. If the candidate has published an academic piece of writing in English through a reputable publisher as a single or lead author at any time in the last ten years, please provide the full bibliographic reference:
2. Has the candidate achieved the IELTS/ TOEFL scores required for their research degree but their certificate will be more than two years old at start date? If yes, please provide the following:

Test:

Date of test:

Overall score:

Component scores:

1. Does the candidate hold a degree from a country where English is the first language, as listed in section 5 of the English Language booklet (available for download at on the [SES site](http://ses.leeds.ac.uk/info/22226/research_degree_admissions_and_registration/881/english_language_requirements_for_postgraduate_researchers)), but this is either in progress with evidence the candidate will achieve successful completion, or has been awarded more than two years and four months before the start date? If yes, please provide the following:

Name of degree awarded:

Classification of degree awarded:

Date degree awarded:

1. Can the candidate demonstrate substantial experience of using English for written and oral communication in a workplace or academic setting since gaining their last qualification (for at least one year within the past three years)? If yes, please include details regarding level of English required by the workplace where available. For example, if a candidate had to hold certain IELTS scores to be awarded a post or teach a module.
2. Have interactions with the candidate (proposal, interview, email discussion, telephone calls) demonstrated the candidate has the required level of English to succeed in their desired research degree? If yes, please indicate the nature of the interaction and the basis for your judgement.
3. Does the candidate hold any awards which may demonstrate their level of English as having met the research degree requirement? If yes, please explain.
4. Does the candidate hold an unrecognised qualification which accurately demonstrates their level of English as having met the research degree requirement? If yes, please provide the following:

Name of qualification awarded:

Date qualification awarded:

Score awarded:

Where information about this qualification is found:

If strong evidence can be provided based on the above criteria, the candidate may be accepted with the permission of the Supervisor and the Director of PGR Studies/ Head of School.

**Further evidence**

If strong evidence cannot be provided based on the criteria, but there are further factors which are relevant to the candidate’s English language ability which may be considered in addition to answers to the above, please provide these here.

These may include:

* Education in English in a country where English is not the first language (not listed in section 5 of the English Language booklet available for download at on the [SES site](http://ses.leeds.ac.uk/info/22226/research_degree_admissions_and_registration/881/english_language_requirements_for_postgraduate_researchers))
* Experience dating to more than three years ago;
* Mitigating circumstances;
* Unusual career path;
* Personal reasons why an English language test cannot be taken;
* Residency status or length of time in the UK (with caution; this is not necessarily an accurate indicator of English ability).

Does the School wish to waive the English language requirement? **Yes/ No**

Supervisor permission (sign and date):

Director of PGR Studies/ Head of School permission (sign and date):

*Electronic signatures are accepted.*

*Last updated July 2018*