



Undergraduate Admissions Policy 2019 Entry

This document outlines the Faculty of Engineering Admissions Policy for 2019 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in [University of Leeds Undergraduate Admissions Policy](#) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Faculty of Engineering Admissions Policy applies to the following programmes:

Programme	UCAS Code
Aeronautical and Aerospace Engineering (MEng, BEng)	H410
Aeronautical and Aerospace Engineering (BEng)	H415
Architectural Engineering (MEng, BEng)	HK21
Architectural Engineering (BEng)	HK26
Architecture (MEng, BEng)	K1H2
Automotive Engineering (MEng, BEng)	H330
Automotive Engineering (BEng)	H335
Aviation Technology and Management (BSc)	HN42
Aviation Technology with Pilot Studies (BSc)	H460
Chemical and Energy Engineering (MEng, BEng)	H801
Chemical and Energy Engineering (BEng)	H806
Chemical and Materials Engineering (MEng, BEng)	HJ85
Chemical and Materials Engineering (BEng)	HJ90
Chemical and Nuclear Engineering (MEng, BEng)	H891
Chemical and Nuclear Engineering (BEng)	H896
Chemical Engineering (MEng, BEng)	H800
Chemical Engineering (BEng)	H805
Civil Engineering (MEng, BEng)	H204
Civil Engineering (BEng)	H203
Civil and Environmental Engineering (MEng, BEng)	H291
Civil and Environmental Engineering (BEng)	H296
Civil and Structural Engineering (MEng, BEng)	H200

Programme	UCAS Code
Civil and Structural Engineering (BEng)	H205
Civil Engineering with Project Management (MEng, BEng)	H2N2
Civil Engineering with Project Management (BEng)	H2N7
Civil Engineering with Transport (MEng, BEng)	H202
Civil Engineering with Transport (BEng)	H201
Computer Science (MEng, BSc)	G402
Computer Science (BSc)	G400
Computer Science (Digital and Technology Solutions) (BSc)	G404
Computer Science with Artificial Intelligence (MEng, BSc)	G702
Computer Science with Artificial Intelligence (BSc)	G700
Computer Science with High-Performance Graphics and Games Engineering (MEng, BSc)	IK68
Computer Science with Mathematics (BSc)	G4G1
Electronics and Computer Engineering (MEng, BEng)	H6B8
Electronics and Computer Engineering (BEng)	H6B7
Electronic and Communications Engineering (MEng, BEng)	H640
Electronic and Communications Engineering (BEng)	H645
Electronic and Electrical Engineering (MEng, BEng)	H600
Electronic and Electrical Engineering (BEng)	H605
Electronic Engineering (MEng, BEng)	H610
Electronic Engineering (BEng)	H615
Electronics and Renewable Energy Systems (MEng, BEng)	H631
Electronics and Renewable Energy Systems (BEng)	H636
Mechanical Engineering (MEng, BEng)	H300
Mechanical Engineering (BEng)	H305
Mechatronics and Robotics (MEng, BEng)	HH36
Mechatronics and Robotics (BEng)	HH41
Medical Engineering (MEng, BEng)	HHH6
Medical Engineering (BEng)	HHH1
Music, Multimedia and Electronics (BSc)	WGH4

Programme	UCAS Code
Petroleum Engineering (MEng, BEng)	H851
Petroleum Engineering (BEng)	H856
Product Design (MDes, BSc)	H790
Product Design (BSc)	H795

1. Principles

The Faculty of Engineering 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

The Faculty of Engineering 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

All full time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by 15th January.

The Faculty of Engineering may accept applications after the initial UCAS closing date and may participate in the UCAS Extra scheme. Post 15th January, please check our website to see if individual Schools and / or programmes are still able to accept applications.

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 of the following criteria are eligible to apply for the Access to Leeds scheme:

- 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 income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education
- Attends, or have attended, a school which achieved less than the national average Attainment 8 score at GCSE
- Only option is to attend a local university
- Studies disrupted by circumstances in their personal, social or domestic lives
- Live in a geographical area with low levels of progression onto higher education
- Living 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 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. For more information on Access to Leeds please refer to [Access to Leeds webpage](#)

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 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 a 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

The Faculty of Engineering will accept applications for deferred entry subject to course availability. 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.

Applicants who wish to defer following the submission of their application may be required to do so prior to the confirmation of a place. Applicants accepted during confirmation and clearing who do not meet the published entry requirements are not usually eligible to defer their place to the following academic year. Please contact the individual School to discuss this. For offer holders whose first language is not English, English language qualifications must also be valid at your revised start date.

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, they must reapply and contact the Academic School.

3.4 Re-sits/ Re-applications

The Faculty of Engineering will accept applications from applicants who have previously applied and/or re-sat examinations. Applicants who wish to reapply should contact the relevant school prior to making an application. 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 is an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and the conditions of any future offer may differ from those of the original.

3.5 Early Examinations

The Faculty of Engineering 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 recognise that some A-level students will no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds. AS levels do not form part of our entry requirements in the Faculty of Engineering.

We do however still encourage applicants who have sat AS Levels to declare their cashed in AS results, as alongside their predicted grades, these are a good indicator of meeting the A-Level entry requirements of the programme applied for.

3.7 Internal transfers

The Faculty of Engineering will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Applicants are required to make a formal request in writing to the Admissions Team, using the contact details in section 8.2. The request should include the following information:

- Current programme of study
- Grades obtained on current programme of study
- Other qualifications held e.g. A levels and GCSEs
- Reason for request to transfer
- Interest in and knowledge of the subject area and degree programme

Transfer applicants will usually be interviewed and, depending on the time of year, may be required to complete their current year to a specified level. Applicants will be given an offer letter which clearly sets out any conditions relating to an offer of a place.

3.8 Advanced Entry

Transfers from other Institutions may be considered on a case by case basis. The Faculty of Engineering may consider applications from applicants who are seeking entry to the second year, providing places are available. All applications must be made through UCAS. To be eligible you must demonstrate:

- You meet published first year entry requirements
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought have been met
- You have achieved the relevant % average in your first year study

Any decision on the eligibility of applicants for advanced entry is an academic judgement. Due to the limited nature of places, the Faculty may take into account a wide variety of factors which include, but are not limited to, actual academic performance to date, personal statement, and references in order to differentiate between applicants.

Entry to the third year is not always possible. Applicants wishing to apply for entry to year 3 are advised to contact the relevant School Admissions contact.

Further details of the University's policy can be found [on our webpage](#).

3.9 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution. Where appropriate, such candidates may be able to apply for Advanced Entry (see 3.9 above). 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 or financial reasons will not be subject to this condition, and will be considered on a case by case basis. All candidates are advised to contact the school prior to making an application.

Applications from candidates who have been permanently excluded (expelled) from the University for disciplinary reasons, those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline will be rejected. Applicants should contact the school for further information

3.10 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. The Faculty of Engineering does not currently offer any, but for the current range of Joint Honours programmes offered by the University of Leeds please refer to [Coursefinder webpage](#)

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. 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. Information on Faculty of Engineering international qualification requirements can be found on the entry requirements section of our programmes on our [Coursefinder webpage](#)

Proof of English Language proficiency will be required and minimum levels and approved tests for International students for the Faculty of Engineering are detailed below:

IELTS: 6.0 overall with at least 5.5 in each component of listening, reading, speaking and writing.

TOEFL: Internet based test: 87 overall with at least 20 in listening and reading, 22 in speaking and 21 in writing. Please note that some programmes may require higher scores.

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 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 our [Language Centre website](#)

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

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 the 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 required 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

The Faculty of Engineering does not offer part time undergraduate programmes.

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.

Where an applicant would be under 18 at the commencement of studies, a risk assessment will be undertaken by the Faculty at the point of application and additional conditions may be included in any offer of a place, full details of which will be sent to applicants with their offer letter.

Additional conditions will include, but are not limited to, the completion and return of a parental/guardian consent form and agreement to engage fully with any enhanced levels of training and supervision during normal working hours. For full details of the University policy please see the University [Safeguarding Policy](#)

3.16 Disabled applicants

The Faculty of Engineering 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 your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

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 make it 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.

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.

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact of 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 also include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

² Which are not classed as a "disability".

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 you are 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 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/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.

3.20 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.

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

The typical annual intake through UCAS is around 600 students. The number of applications we receive is in excess of the number of places available. The figure given is 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 the Faculty of Engineering are generally very popular and we receive a high volume of applications for the places available. Most of our applicants have an excellent academic record, typically a minimum of three GCE A-levels grade A* - A in required subjects for their programme, although a wide range of alternative qualifications are welcomed.

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 do 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 University's [Equality Policy Unit website](#)

4.4 Academic entrance requirements

The Faculty of Engineering welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see <http://engineering.leeds.ac.uk> for details of all undergraduate programmes, entry requirements and accepted qualifications. The Faculty of Engineering 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.

Applicants studying a non-standard qualification who are unable to supplement their current study with A-Level Maths, may be invited for an interview that includes a diagnostic Mathematics and/or Mechanics test. This is because we need to be sure that applicants have the required skillset, including a certain level of Mathematical literacy to ensure success on our courses.

Where an A-Level Science subject is taken, we require a pass in the practical science element, alongside the achievement of the A-Level at the stated grade.

We recognise the value, effort and enthusiasm applicants make in the Extended Project Qualification and may include it as part of an alternative conditional offer. This does not apply to programmes in all Schools - please check the entry requirements detailed for individual Schools and programmes on <http://engineering.leeds.ac.uk>

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

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. We wish to hear about why you are interested in the field, any relevant work or other experience, details of any particular skills, interests or attributes you have which you think demonstrate your aptitude, motivation and interest in the subject area. Where applications show similar academic achievements and predicted grades, we may use the personal statement and reference in order to differentiate between applicants

4.6 Interviews

Interviews do not form part of our standard admissions process, with the exceptions outlined below. All UK based applicants are invited to attend an applicant day, to visit the Faculty and to talk with staff and students.

If you are invited to an applicant day, but are unable to attend, this will not affect your offer in the majority of cases, with the exceptions outlined below. However, please tell us via the booking form if you are unable to attend and we will be able to allocate your place to another applicant.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) will require adjustments at interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. The School is 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) and the Equality Policy Unit for advice on other adjustments (email equality@leeds.ac.uk).

4.61 Non-standard Applicants

In some cases, non-standard applicants may also be invited for an interview, either to clarify issues that may not be clear from an application, for applicants who have been away from education for some time, or applicants whose qualifications cannot be exactly equated to A-Levels.

4.62 Applicants without A-Level Maths

As per section 4.4, applicants studying a non-standard qualification who are unable to supplement their current study with A-Level Maths, may be invited to a diagnostic Mathematics and/or Mechanics test, and where appropriate, an interview. The combination of your performance in the test and an interview (if offered) will be used, alongside the information on your UCAS form when we consider whether to make you an offer. If you are invited to a diagnostic test, it is essential that you attend. If you do not attend when invited, then your application will not be considered any further and will be rejected. If you are unable to attend for any reason, you must let us know as soon as possible.

4.63 Applicants for our Degree in Computer Science (Digital & Technology Solutions)

Applicants for this four-year degree apprenticeship with PwC will follow the PwC recruitment process. This will include a range of assessment activities to enable us to determine suitable candidates. Because of the very high number of applications we receive, and to ensure that all those applying on time are treated fairly, applications may be held until all assessment activities have finished before a decision is made.

Applications that are received before the 15 January deadline set by UCAS are guaranteed equal consideration. For applications that are submitted by this date, the final deadline by which applicants will receive a decision is 3 May, but in practice we aim to inform candidates of the outcome in advance of this date.

4.7 Admissions to programmes within the School of Computing

Due to the competitive nature of these courses, the admissions team may take into account a wide variety of factors which include, but are not limited to, academic performance to date and predicted results for qualifications currently being studied when assessing applications. Because of the very high number of applications we receive, and to ensure that all those applying on time are treated fairly, some applications may be held until May before a decision is made.

Applications that are received before the January deadline set by UCAS are guaranteed equal consideration. For applications that are submitted by 15 January, the final deadline by which applicants will receive a decision is 3 May. Most decisions are made well before this date, but we monitor the number of offers we make carefully and may hold some applications until later in the cycle.

Where the applications we receive show very similar academic achievements and predictions, we may use the personal statement and reference in order to differentiate between applicants. The criteria for assessment will include:

- Examples of your enthusiasm for Computing
- Demonstration of an understanding of the programme
- Work experience and responsible roles you have adopted
- Evidence of thinking, problem-solving and technical understanding
- Demonstration of independent learning and teamwork skills

The School of Computing may make suitable candidates a lower offer (usually AAB or equivalent) where they can demonstrate interest and aptitude for the subject via their UCAS form. We would also like to speak to applicants at either an Open Day or Applicant day and applicants will be encouraged to do this during the Admissions process. In exceptional circumstances where applicants notify us that they are unable to attend an Open or Applicant day they will be offered a telephone or Skype discussion to assess their suitability for the lower offer.

Please note that the minimum entry requirement for BTEC and Access to HE applicants in the School of Computing remain at the published level and will not be lowered. This is to ensure adequate preparation for success on our programmes.

For International applicants, we will offer the opportunity of a telephone or Skype discussion to assess their suitability for the lower offer.

Please note that this ranged offer applies only to specific programmes in the School of Computing.

4.8 Admissions to programmes within the School of Mechanical Engineering

Due to the competitive nature of these courses, we can only consider applicants that are predicted to achieve (or have already achieved) our entry requirements in full. The admissions team takes into account a wide variety of factors which include, but are not limited to, academic performance to date and predicted results for qualifications currently being studied. Because of the very high number of applications we receive, and to ensure that all those applying on time are treated fairly, some applications may be held until May before a decision is made.

Applications that are received before the January deadline set by UCAS are guaranteed equal consideration. For applications that are submitted by 15 January, the final deadline by which applicants will receive a decision is 3 May. Most decisions are made well before this date, but we monitor the number of offers we make carefully and may hold some applications until later in the cycle.

Where the applications we receive show very similar academic achievements and predictions, we may use the personal statement and reference in order to differentiate between applicants. The criteria for assessment will include:

- Examples of your enthusiasm for engineering
- Demonstration of an understanding of the programme
- Work experience and responsible roles you have adopted
- Evidence of thinking, problem solving and technical understanding
- Demonstration of independent learning and teamwork skills.

4.9 Academic Technology Approval Scheme (ATAS)

The UK Government's Foreign and Commonwealth Office (FCO) operate a scheme called the Academic Technology Approval Scheme (ATAS) for some programmes. An Academic Technology Approval Scheme (ATAS) clearance certificate is a mandatory requirement for some undergraduate students who need an Entry Clearance or VISA to study in the UK and further information can be found on our website <http://engineering.leeds.ac.uk/atas>. Students are encouraged submit an ATAS application as early as possible (at least 6 weeks before you intend to apply for a visa).

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 performance at interview/assessment where applicable (see section 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. Applicants must typically meet the conditions set by the University by 31 August of the application year, even if the offer is deferred for entry to the following application year.

5.1 Results and Confirmation

If you achieve the conditions of your offer by the 31 August, then you have a place to study in the Faculty. No other considerations are applicable.

We do not routinely award places to students who have not met their offer conditions as our courses are heavily over-subscribed. However, in certain cases and entirely at our discretion, it may be possible to offer places to students who have narrowly missed the conditions of their offer. Attendance at interview and/or any information gained at interview will not be considered as part of this process.

5.2 Re-marks

The Faculty of Engineering may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, if results of these are received after 31 August. Acceptance will be at the discretion of the individual School. However, applicants may be offered a deferred place.

5.3 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.

5.4 Unsuccessful applications

Due to the volume of applications received we may have to reject students who are predicted below, or predicted at, our academic entry requirements. Where the applications we receive show very similar academic achievements and predictions, we may use the personal statement and reference in order to differentiate between applicants. 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 via email to the relevant Admissions contact, and signed by the applicant or from the email address listed on their UCAS form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

5.6 Complaints

The Faculty of Engineering 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 discuss an Admissions matter or are seeking feedback are advised to talk to the relevant Admissions Contact or Admissions Tutor in the first instance as per section 5.4. If an applicant is not satisfied with the response they should write to the Faculty Admissions Manager via email detailing the nature of their complaint, normally within 14 days of the decision.

Please note that complaints made on behalf of an applicant are not usually accepted – the complaint must be from the applicant. 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 Applicant visit days

The majority of our UK based applicants are invited to attend an applicant day. The purpose of the applicant day is to enable applicants to familiarise themselves with the School and the programme of study in order that they are able to make an informed choice. These days are more in-depth than the general University Open Days, so we strongly encourage attendance.

Where an interview will form part of this day and attendance is compulsory, applicants will be informed in advance, as per section 4.6.

Section 7: Scholarships and funding

The University of Leeds currently offers a wide range of scholarships and bursaries that provide funding for students to undertake undergraduate study at the University. Further details can be found on [our webpages](#).

The Faculty of Engineering also offers scholarships and bursaries for both Home/EU applicants and International students. Details can be found on the [Faculty website](#)

For scholarships awarded on the basis of academic achievement, eligibility will be determined by the entry requirements and qualification equivalencies for the programme you have applied to so may differ between Schools and Programmes – please check our course listings and scholarship page for further information on these.

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

Course 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 Faculty of Engineering should be directed to the relevant Admissions staff.

School	Admissions Contact Details
Civil Engineering	E: ugcivil@leeds.ac.uk T: +44 (0)113 343 2262
Chemical and Process Engineering	E: ugchemical@leeds.ac.uk T: +44 (0)113 343 6542
Computing	E: ugcomp@leeds.ac.uk T: +44 (0)113 343 5440
Electronic & Electrical Engineering	E: ugelec@leeds.ac.uk T: +44 (0)113 343 2012
Mechanical Engineering	E: ugmech@leeds.ac.uk T: +44 (0)113 343 2116
Faculty Admissions Manager	Becky Whitaker E: R.J.Whitaker@leeds.ac.uk T: +44 (0)113 343 9634