

UNIVERSITY OF LEEDS
FACULTY OF ARTS, HUMANITIES AND CULTURES
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2020

This document outlines the Faculty of Arts, Humanities and Cultures Taught Postgraduate Admissions Policy for 2020 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the [University of Leeds Taught Postgraduate Admissions Policy](#) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Faculty of Arts, Humanities and Cultures Taught Postgraduate Admissions Policy applies to courses taught by the following:

- School of Design
- School of English
- School of Fine Art, History of Art and Cultural Studies
- School of History and Institute for Medieval Studies
- Inter-Disciplinary Ethics Applied Centre
- School of Media and Communication
- School of Music
- School of Performance and Cultural Industries
- School of Philosophy, Religion and the History of Science
- Inter-Disciplinary Ethics Applied Centre

Information about each of our courses is available on the University's online Coursefinder: <https://courses.leeds.ac.uk/> and on the relevant school's website – *please see section 7, below, for web-links*

1. Principles

The Faculty of Arts, Humanities and Cultures ensures that the selection process provides due 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 Arts, Humanities and Cultures will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; sex; gender reassignment; pregnancy or maternity status; race; religion or belief; or sexual orientation.

The University operates a policy of *Dignity and Mutual Respect*, and all staff, students and third parties, including prospective students, are expected to abide by this policy. The

University reserves the right to withdraw an application if behaviour is deemed to have contravened this policy. This policy can be found within the [Equality Policy Unit's](#) webpages.

3. Application process

3.1 How to apply

All applicants for taught postgraduate courses should **apply online**. Applicants can track the application at each stage of the process through the applicant portal and it is recommended that they check the portal regularly for updates.

It is important that applicants upload all academic documents¹ to the portal at the earliest opportunity, to enable us to assess your suitability for the course. CAS and visa documents are also required if you are an international applicant and have studied in the UK previously. **If the necessary documents are not uploaded, there may be delays in processing your application.** Please see section 3.5 for more details. Where relevant, applicants will also be expected to provide officially translated versions of their documentation, in addition to copies of the original documents.

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

3.2 General entrance requirements

The typical entrance requirement for courses within the Faculty of Arts, Humanities and Cultures is a good honours degree, normally with outcome equivalent to a UK upper second or first class. Criteria for entry to individual courses may differ and applicants are advised to check course specific entry requirements on the University's online Coursefinder or relevant school's website (*see section 7 for web-links*), prior to application. Exceptions to the published entry requirements may be made when the school considers that applicants demonstrate significant relevant equivalent experience, such as work / voluntary experience, and their potential to succeed on the programme is clear.

Admissions staff are experienced in considering a wide range of international qualifications in relation to course entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the relevant school directly. Further information for prospective international applicants can be found on the [University of Leeds international student webpages](#).

3.3 Application deadlines

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

¹ If an applicant has completed and graduated from their degree programme, their academic transcripts and graduation certificate are required. If an applicant is yet to graduate, a current copy of their academic transcript is required.

International students requiring a Tier 4 visa 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 if applicants are to qualify to apply for many of the scholarships available to international students – and scholarship application closing dates can often be early in the year.

Funding/scholarship applicants should submit an application for a place at the University at least one month before any specific scholarship deadline. More specific details about scholarship application deadlines may be found on the relevant school's website (see *section 7 for web-links*).

Applications for programmes in the School of Languages, Cultures and Societies will only be assessed if they are received complete with all required documentation by the relevant application closing date. Please refer to the school website for details at: *School of Languages, Cultures and Societies Taught Postgraduate Courses*.

3.4 English language requirements

Teaching, assessment and student support will take place in English, unless otherwise stated. For this reason the University and the academic school must be confident that candidates have the proficiency in English language necessary to succeed on the chosen course and that, where relevant, they meet the UKVI (UK Visas and Immigration) minimum requirements to obtain a Tier 4 visa.

Proof of English language proficiency will be required and minimum levels and approved tests can be found in the *University of Leeds Taught Postgraduate Admissions Policy*.

Some programmes, such as those in the School of Languages, Cultures and Societies that involve translation and interpreting, may require English language proficiency to be of a higher level than standard University requirements. Evidence of this is normally required as part of the application process, and (due to their higher English Language requirements) these programmes are not compatible with combined pre-sessional English courses (see *below*).

For details of a programme's particular English language entry requirements, please visit the University's online Coursefinder or the relevant school's website (*see section 7 for web-links*).

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies.

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-sessional English Language summer courses, they may be eligible for a combined offer for the pre-sessional and Taught Postgraduate course. Applicants with a combined offer needing a CAS (Confirmation of Acceptance to Study) will receive one CAS for the duration of both their

pre-sessional and Taught Postgraduate study. Applicants must attend and successfully complete the pre-sessional course in order to progress onto the Taught Postgraduate course. Failure to do so will result in the applicant being unable to join the Taught Postgraduate course. Applicants can opt out of the combined pre-sessional offer and instead meet the English Language requirement by completing one of the English Language tests detailed in Appendix A, Section 2 of the [University of Leeds Taught Postgraduate Admissions Policy](#), by declining the offer and contacting tp_applications@leeds.ac.uk. A single CAS for the postgraduate programme can then be issued.

3.5 CAS statement, ATAS 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 the University may need to request the applicant's permission 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.

Applicants for distance learning courses may not require a Tier 4 visa and may be eligible for a Short Term Study visa.

Applicants from outside the European Economic Area may require an Academic Technology Approval Scheme (ATAS) certificate in order to undertake postgraduate study in certain subject areas. Those who require ATAS clearance must obtain the ATAS certificate before applying for the Tier 4 visa. More information about [ATAS](#) can be found on the University website.

Overseas applicants and applicants from non-EU countries who require sponsorship to study in the UK should note that the University does not sponsor candidates for part-time courses as standard practice.

For more information please visit the [Visas and Immigration](#) section of the University website.

3.6 Admissions intake

All programmes within the Faculty of Arts, Humanities and Cultures aim to recruit the highest calibre students, with all places awarded on merit. The allocation of student places is planned for each programme on an annual basis. Many of our programmes are very popular and receive a larger number of applications than the number of places available.

3.7 Advanced Entry

Accreditation of Prior Learning is a process undertaken by the University in order to assess and, as appropriate, recognise prior experiential or 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 the University of Leeds 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 on to a programme of study. Retrospective applications from students part-way through a programme cannot normally be considered.

For further information, please contact the relevant school's Education Service Officer for taught postgraduate admissions, as listed in *section 7*.

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

4. Selection process

Academic grades normally form only part of the final decision and the following information explains how applicants may demonstrate that they have the skills, knowledge and attributes that will enable them to become a successful student in the Faculty of Arts, Humanities and Cultures. Relevant voluntary / work experience, for example, may be taken into account. Applicants are usually required to submit a **personal statement** as part of their online application, which outlines their aptitude and interest in the proposed area of study. Specific questions may be provided in this section of the application, to help guide the applicant's statement/response.

Applicants to the School of **Media and Communication** (other than for MA Film, Photography and Media) and some courses in the School of **Languages, Cultures and Societies** that involve translation and interpreting, are *not* required to submit a supporting statement, though one may be requested if further information is needed.

Applicants for all courses in the Faculty of Arts, Humanities and Cultures are **advised to refer to the University's online Coursefinder or the relevant school website** (see *section 7 for web-links*) for details of any additional evidence of their skills and knowledge that may be required as part of the application/selection process, such as examples of creative or academic work. In addition to a school's standard admissions requirements, if it is felt that further information is needed to assess an applicant's academic/creative potential (such as a writing sample, reference, or piece of creative work), this may be requested by the school.

4.1 Interviews

Many courses offered by the Faculty of Arts, Humanities and Cultures do not undertake interviews with applicants as part of their general selection procedure. However, in certain

circumstances, **an applicant (to any course) may be invited to interview**, if more information is needed to assess their relevant skills, experience and knowledge in relation to the course's requirements.

Suitably qualified applicants to some courses will be invited to participate in an interview as a standard part of the admissions process, in order to assess particular skills and knowledge needed to succeed on the course. Applicants are advised to **refer to the University's online Coursefinder or the relevant school website** (see section 7 for web-links) for details about any interview requirement for their proposed course.

If you are invited to participate in an interview on a specific date, you will receive an email notification / invitation via the online applicant's portal. The school will do its best to accommodate requests for an alternative date, though this cannot be guaranteed. Interviews may take place via a number of alternative means depending on the applicant's circumstances. An interview might be 'in person', on a one to one basis; or (particularly for overseas students) interviews may be conducted via Skype, video conferencing or telephone.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) may 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).

4.2 Offers

Offers are made on the basis of the merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study, and with regard to the availability of a place on the programme. Offers are made based on the information supplied on the application form, assessment of any requisite submitted materials or tests, and *where required*, an interview (*as explained in section 4.1*) and proof of English Language as detailed in section 3.4. The **University of Leeds Taught Postgraduate Admissions Policy** gives further detail on the type of offers that are made.

4.3 Unsuccessful applicants

The Faculty of Arts, Humanities and Cultures receives large numbers of high-quality applications and regrets that it cannot make offers to all of its applicants. Some particularly popular schools may have to reject many that hold the necessary academic qualifications.

Applications may also be rejected in the following circumstances:

- if the applicant does not meet published / equivalent academic, practical/creative, or English Language entry requirements (*- for details please go to the online University Coursefinder, or to section 7 for the relevant school's website links*)
- if necessary documentation is not submitted

- if required evidence of academic or creative ability (such as an art portfolio) is not provided
- if a compulsory admissions test has not been passed or completed

Applicants will be notified about any rejection through the online applicant portal, in due course, and do not need to contact the school. As explained above, we are unable to make offers to many excellent applicants, due to the very large number of high quality applications received. If, after receiving a rejection notification through the portal, an applicant is still unclear about the reasons for the rejection, they may request general feedback via the online 'applicant portal'.

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

4.4 Complaints

The Faculty of Arts, Humanities and Cultures will consider all applications fairly and effectively in line with the procedures outlined in this document and the [University of Leeds Taught Postgraduate Admissions Policy](#). Applicants who wish to discuss an admissions issue or challenge a decision to reject their application, should discuss this with the relevant school (*see contacts at section 7*).

If the applicant is not satisfied with the response, they should email the Faculty Admissions Manager (Taught Postgraduate courses) detailing the nature of their complaint - normally within 14 days of the decision. Complaints *made on behalf of* an applicant cannot usually be processed and therefore applicants are advised to contact the Admissions Manager directly wherever possible.

Full details of the complaints procedure can be found in the University of Leeds [Postgraduate Admissions Policy](#).

4.5 Age and Safeguarding

The University recognises that an applicant's age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see the University [Safeguarding Policy](#).

UKVI guidance states that under Tier 4 (General), students must be 16 or over. Accordingly, the University cannot assign a CAS for anyone under 16, and those reliant on a Tier 4 (General) visa must be aged 16 or over in order to be considered for sponsorship.

Please contact the relevant school Education Service Officer for taught postgraduate admissions (*see section 7 for details*) to check details of any school-specific requirements that must be taken into account if a prospective student under the age of 18 seeks to register with the University.

4.6 Disabled applicants

The Faculty of Arts, Humanities and Cultures welcomes applications from disabled people². The University will make reasonable 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 an applicant's academic eligibility for their chosen course. It is reviewed in order to identify any 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 (without prior knowledge) it may be more difficult, or in rare cases impossible, for the University to provide support and/or make the reasonable adjustments. Applicants are invited to indicate their disability status on their application form, and we strongly encourage applicants to declare any disability so that reasonable adjustments and/or other support requirement can be made/considered. 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 course for which they have applied. Disability Services can be contacted at disability@leeds.ac.uk.

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

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

This section deals with health-related issues, which are distinct from disability-related issues. Applicants with a health-related issue³ should contact the relevant 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.

If a candidate feels that their prior ill-health – or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) – may have affected their previous education, or the grades they received in past examinations, then they are also welcome to contact the 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.

² 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.

³ Which are not classed as a disability.

4.8 Support for 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 the relevant school an early stage. This is so that consideration can be given to appropriate support being available from the start of their course.

4.9 Guidance for trans applicants

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a course of study, though require their status to be changed, should contact study@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. This process will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

4.10 Applicants seeking deferred entry

The Faculty of Arts, Humanities and Cultures 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 request this via the online application portal by 1st April 2021, where the course has a September or October start date. 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 relevant school and is strictly limited to a maximum of one academic year following the year of initial application. Any offer made will not be subject to change, except where an English language qualification is subject to a validity period that has now expired, such as IELTS, which has a two year validity period.

Applicants who request deferral for more than one academic year 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 from those of the original.

4.11 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.

4.12 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 3.7 above).

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, though not to the same or a closely related course, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons, such as ill health or financial reasons, will not be subject to this condition. When assessing applications from former students all relevant factors will be considered, including previous study, and applications will be considered on a case by case basis.

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

Applicants should contact the school for further information (*see section 7 for contact details*).

Applicants who require a Tier 4 (General) Student Visa and have previously studied at the University under Tier 4 sponsorship will be subject to academic progression checks to ensure UKVI compliance. Please see section 3.5 for further information.

4.13 Criminal convictions

The University has a [policy statement on students with criminal records](#). This policy includes applicants seeking admission. It should be noted that if an applicant or offer-holder 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, their offer being withdrawn or, if they have registered as a student, to their registration at the University being revoked. The possession of a prior criminal record will not necessarily prevent an applicant from joining the University: 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 or offer-holder's criminal record.

The University will ask applicants to declare a relevant unspent criminal conviction as part of the process of accepting any offer that is made. Information about why this information is requested, and the process for disclosing a relevant unspent criminal conviction is at www.leeds.ac.uk/declaration.

Where indicated in the prospectus or on the University's website, specific courses 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 Faculty of Arts, Humanities and Cultures is obliged to refuse admission to applicants for certain courses which are regulated by national or statutory bodies where enhanced Disclosure and Barring Service (DBS) checks reveal prior criminal behaviour giving rise to concern for the protection of the public.

Please note:

The School of Performance and Cultural Industries:

Although there are no limitations on registration for those with criminal records, candidates for the school's MA in Applied Theatre and Intervention should understand that Disclosure Barring Service (DBS) checks will be needed for some practical contexts in some modules. If you have specific questions please contact the school (*see section 7 for contact details*).

4.14 Course start date and arrival

The course start date is indicated clearly in the offer letter alongside the period of study and applicants must ensure that they are able to attend their course from this date. The University reserves the right to refuse admission to those offer holders who arrive after this date. Should there be any possibility of a delay to arrival, offer holders should seek advice from the relevant school's Education Service Officer for taught postgraduate admissions, as listed in *section 7*, below.

5. Opportunities to visit the school

The annual University of Leeds Postgraduate Open Day is a great opportunity for prospective postgraduates to view the University's extensive facilities, meet with teaching staff and find out more about life as a student at Leeds. Applicants are also welcome to make alternative arrangements to visit schools within the Faculty of Arts, Humanities and Cultures, by contacting the relevant school's Education Service Officer for taught postgraduate admissions (*see section 7 for details*).

6. Scholarships and funding

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

Students at Leeds may also be funded by **external** sources; and overall, Leeds postgraduates benefit from around £10 million of funding towards their studies. Applicants are recommended to explore any scholarship / funding opportunities early on in the application process.

Details of any **school** scholarships can be found on the relevant school's website (see *section 7 for web links*).

7. Contact details for application enquiries

Admissions enquiries should be directed to the relevant school's Education Service Officer for taught postgraduate admissions:

School of Design

Website: <https://ahc.leeds.ac.uk/design-masters>

Email: texp@leeds.ac.uk

'Phone: +44(0)113 34 33716

School of English

Website: <https://ahc.leeds.ac.uk/english-masters>

Email: pgtenglish@leeds.ac.uk

'Phone: +44(0)113 343 4738

School of Fine Art, History of Art and Cultural Studies

Website: <https://ahc.leeds.ac.uk/fine-art-masters>

Email: Fine.Art.PG.Enquiries@leeds.ac.uk

'Phone: +44 (0) 113 3435274

School of History and Institute for Medieval Studies

Website: <https://ahc.leeds.ac.uk/history-masters>

Email: historypg@leeds.ac.uk

'Phone: +44 (0)113 343 8747

Inter-Disciplinary Ethics Applied Centre

Website: www.idea.leeds.ac.uk

Email: admissions@idea.leeds.ac.uk

'Phone: +44(0)113 343 7799

School of Languages, Cultures and Societies

Website: <https://ahc.leeds.ac.uk/languages-masters>

Email: lcspg@leeds.ac.uk

'Phone: +44(0)113 343 3234 / 0113 343 0322

School of Media and Communication

Website: <https://ahc.leeds.ac.uk/media-masters>
Email: mediapg@leeds.ac.uk
'Phone: +44(0)113 343 4192 / 5800 / 0277 / 1553

School of Music

Website: <https://ahc.leeds.ac.uk/music-masters>
Email: pgtmusic@leeds.ac.uk
'Phone: +44(0)113 343 2583

School of Performance and Cultural Industries

Website <https://ahc.leeds.ac.uk/performance-masters>
Email: pcipg@leeds.ac.uk
'Phone: +44(0)113 343 8710

School of Philosophy, Religion and the History of Science

Website <https://ahc.leeds.ac.uk/philosophy-masters>
Email PRHS_PGEnquiries@leeds.ac.uk
'Phone +44(0)113 3433644

Updated by Helen Dyson, 2nd August 2019.

Date of amendment	Change detail	Section