

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

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

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

- School of Design
- School of English
- School of Fine Art, History of Art and Cultural Studies
- School of History and Institute for Medieval Studies
- School of Languages, Cultures and Societies
- School of Media and Communication
- School of Music
- School of Performance and Cultural Industries
- School of Philosophy, Religion and the History of Science

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 8.2, 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 course of study. Applications will be considered holistically and contextual factors, such as educational or socio-economic background, may be taken into account in this process.

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 Faculty of Arts, Humanities and Cultures is committed to developing a socially and

culturally diverse student community and therefore encourages applications from all backgrounds, and utilises contextual data within the decision-making process.

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

Schools within the Faculty of Arts, Humanities and Cultures may accept applications after the initial UCAS closing date, and participate in the UCAS Extra scheme, though it is recommended that applicants check this with the relevant school, prior to application (*see 8.2 for contact details*).

3.2 Widening Participation

The Faculty of Arts, Humanities and Cultures is committed to developing a diverse student community and our admissions processes are implemented in line with both University policy and the Access and Participation Plan, which sets out our strategy and objectives in relation to widening participation.

3.2.1 Access to Leeds and Realising Opportunities scheme

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

- 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 has attended, a school which achieved less than the national average Attainment 8 score at GCSE
- 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 grade reduction.

Access to Leeds students are eligible for consideration for an Access to Leeds offer if they meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a GCSE grade C/4 (or equivalent) in the requested subject area, though many applicants to highly selective courses present with higher than the minimum GCSE requirements. Please see the [Access to Leeds webpage](#) for more information.

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

Applicants who do not meet the standard entry criteria for an offer but are Access to Leeds eligible will be considered for an offer that is "Access to Leeds only", and this requires successful completion of the Access to Leeds module and making the University of Leeds their firm choice in order to have their place confirmed. Such applicants must meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least GCSE grade C/4 (or equivalent) in the requested subject area.

The Access to Leeds scheme is not appropriate for applicants who already hold a Higher Education qualification or those taking an Access to Higher Education or foundation qualification.

3.3 Deferred applications / Gap Year

The Faculty of Arts, Humanities and Cultures considers applications for deferred entry and welcomes applications from those 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. Please check with the relevant school for information (*see 8.2 for contact details*). Although it is usually possible to defer an application/offer for most courses, this is not guaranteed and is at the discretion of the relevant school. For offer holders whose first language is not English, English language qualifications must also be valid at the applicant's 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 through UCAS.

3.4 Re-sits / re-applications

The Faculty of Arts, Humanities and Cultures will accept applications from those who have resubmitted applications and/or re-sat examinations. Equal academic consideration is applied to such applications. Applicants who wish to reapply should contact the relevant school prior to making an application (*see 8.2 for contact details*). Any decision on the eligibility of applicants who have previously held an offer of a place and did not achieve the academic conditions at first attempt, is an academic judgement. There can be no guarantee that another offer will be made. The conditions of any offer that is made may differ from those of the original.

3.5 Early examinations

The Faculty of Arts, Humanities and Cultures recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at a rate appropriate to their ability, such as sitting GCSEs early, or undertaking A-levels (or the 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 applicant's school to explain the reasons for this within the academic reference section of the UCAS form.

3.6 Listing qualifications

Applicants should ensure that all qualifications and grades are listed clearly on the relevant section of the application form. This allows admissions staff to gain an understanding of the applicant's full profile, in order to make a holistic decision on the application.

We recognise that many A-level students no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds.

3.7 Internal transfers of UCAS applications

If places are available, schools within the Faculty of Arts, Humanities and Cultures will consider applications from those who wish to transfer their UCAS application

from other courses at the University of Leeds. Applicants, who are expected to meet the standard academic entry requirements for the course, should contact the relevant / intended school's Education Service Officer for Undergraduate admissions to discuss the possibility of an application transfer (*see 8.2 for contact details*).

3.8 Change of Programme requests from current / registered students of the University of Leeds

Schools within the Faculty of Arts, Humanities and Cultures will consider applications from current students wishing to transfer from another course ('programme') at the University of Leeds. Entry may be into the first year or second year, depending on the current and intended courses and their module content and academic comparability. Entry is also dependent upon the availability of a place and the candidate's academic record / achievement. Such students may initially consult their current school (such as their personal tutor or their student service team/office) to discuss their wish to transfer course.

Students are usually required to have achieved the standard entry requirements for the intended course, though in exceptional circumstances, Level 1 achievement in their current course may count towards entry (to either Level 1 or 2). Applicants may also be required to show some examples of their written and / or practical work.

Schools have different deadlines for the consideration of a programme transfer request for the current year of entry: some may only be able to consider a programme transfer request during the first week of semester 1; others may have later deadlines. Students applying after the deadline may have to be considered for entry in the following academic year.

Students seeking a programme transfer are advised to visit or contact their intended school's student service team/office for advice at the earliest opportunity, including details of whether a place is available on the course and the school's Change of Programme request deadline.

3.9 External transfers from other institutions

The Faculty of Arts, Humanities and Cultures does not normally accept direct applications from those who wish to transfer on to a course from another institution, unless an institutional agreement is in place. All applications must be submitted through UCAS (*see 3.10*).

3.10 Advanced Entry to the second year of a course

The **School of Media and Communication** and the **School of Design** do *not* normally accept applications from those seeking advanced entry, unless an institutional agreement is in place. All applications must be made to the first year.

Other schools within the Faculty of Arts, Humanities and Cultures may consider applications from those seeking 'advanced entry' to the second year of a course. Further details may be obtained through the relevant Education Service Officer for undergraduate admissions (*see 8.2 for contact details*).

Advanced entry applications must be made through UCAS, unless the applicant is a current student at the University of Leeds, in which case they will need to complete a 'Change of Programme' (*see 3.8*).

To be eligible for advanced entry, applicants must demonstrate that they:

- Have achieved (or will achieve) the relevant school's minimum classification average (or its equivalent) in the first year of undergraduate study in the same (or a very similar) subject area.
- Meet the intended course's (first year) entry requirements, as outlined in the University's online Coursefinder
- Meet the intended course's first year learning outcomes

Applicants for advanced entry will need to submit full details of modules/units studied at undergraduate level and marks achieved / expected, to the relevant school's Education Service Officer for undergraduate admissions (*see 8.2 for contact details*). Equivalences will be considered and assessed by the school's Undergraduate Admissions Tutor and/or other academic colleague(s).

Entry to Level 3 of a course is not permitted, unless a specific agreement with another institution exists.

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

3.11 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 3.10 above*).

When assessing applications from former students, all relevant factors will be considered, including previous study. Applications will be considered on a case by case basis.

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 course of study (- where more than half of the compulsory modules are identical). Candidates who previously left the University due to non-academic reasons, such as ill health or financial difficulties, will not be subject to this condition.

Applications will be rejected where candidates have been permanently excluded (expelled) from the University for disciplinary reasons, or excluded under the

Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline.

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 3.15 for further information.

Applicants should contact the relevant school for further information (*see 8.2 for contact details*).

3.12 Joint Honours applications

The University of Leeds offers a wide range of two-subject degrees. For up-to-date information about the current range of Joint Honours courses offered within or with the Faculty of Arts, Humanities and Cultures, please visit the University's online [Coursefinder webpage](#).

3.13 Extended degree programmes

Where applicants do not have the formal qualifications required for entry to a degree course, progression on to some of our courses may be possible through one of the University's extended degree programmes with foundation year. Please see the [Lifelong Learning Centre website](#) for details.

3.14 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 their chosen course and that, where relevant, they meet the UKVI minimum requirements to obtain a Tier 4 visa.

Proof of English Language proficiency will be required and details of minimum levels and approved tests and qualifications may be found on the University's online Coursefinder at: <https://courses.leeds.ac.uk/> and on the relevant school's website (*see 8.2 for web links*).

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants may require an additional English language qualification to gain entry to the University of Leeds. Such applicants 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. Details of circumstances where applicants are not required to undertake further English language tests can be found in appendix B of the University's undergraduate admissions policy.

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

3.15 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 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.

For more information please visit the **Visas and Immigration** section of the University website.

3.16 Mature applicants

An applicant who will be over the age of 21 at the point of entry to a full-time course, is required to apply using standard UCAS procedure (See section 3.1). Mature applicants are assessed on the basis of their UCAS form, as detailed in section 4. An interview or audition and/or piece of assessed written work or portfolio of creative work may also be required as part of the admissions / assessment process. Information about entry requirements for mature students may be found in the 'Undergraduate' section of the relevant school's website (- see 8.2 for web-link).

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance, and preparatory programmes for adults - including courses that develop students' academic skills; 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.

3.17 Part time applicants

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

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance, and preparatory programmes for adults - including courses

that develop students' academic skills; 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.

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.

3.18 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 see the University [Safeguarding Policy](#).

Please contact the relevant school's Education Service Officer for undergraduate admissions to check details of any school-specific requirements that must be taken into account if a student under the age of 18 seeks to register with the University (*see 8.2 for contact details*).

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.

3.19 Disabled applicants

The Faculty of Arts, Humanities and Cultures welcomes applications from disabled people¹. 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.

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 requirements can be made/considered. 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 the knowledge it may be more difficult, or in rare cases impossible, for the University to provide support and/or make the reasonable adjustments. Disabled applicants are also advised to contact the University's Disability Services team (part

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 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.

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.

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 4.15 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](#).

3.19.1 Disabled applicants selecting a course that includes a compulsory year abroad

The University will make every effort to make reasonable adjustments to enable you to undertake your time abroad. Planning will begin in the first year of your course, so that we can begin discussions with potential overseas partners.

'Residence abroad' activities are run in conjunction with various providers. Due to factors outside our control, the ability of residence abroad partners to make reasonable adjustments varies, and support may not be as comprehensive as that available in the UK. It is the responsibility of the individual student to find suitable accommodation, though the Residence Abroad Team for Languages, Cultures and Societies will endeavour to assist disabled students in their search for appropriate housing.

In the event that reasonable adjustments overseas are not possible/feasible (for example, suitable accommodation/support service provision), which would prevent you undertaking your residence abroad, we would support you whilst you consider a range of other options. These would depend on individual circumstances, though might include transferring to an appropriate alternative course (subject to academic approval).

3.20 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 Faculty 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

² Which are not classed as a disability.

the relevant school to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances.

Where these circumstances are affecting or have affected **current** studies, the correct course of action would be to notify the relevant exam board of the circumstances. Whilst the applicant is welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades will be used when making a decision.

3.21 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](#).

3.22 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 course.

3.23 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. Having 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 an offer for a place on a course. Details 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 that gives rise to concern for the protection of the public.

Section 4: Admissions requirements

4.1 Competition for places

Courses within the Faculty of Arts, Humanities and Cultures aim to recruit the highest calibre students in relation to the academic/creative challenges of their courses. The allocation of student places is set on an annual basis. Many of our courses are very popular and receive significantly more applications than the number of places available. Most of our applicants have an excellent academic record, with A levels / other qualifications in line with, or higher than, the typical offer published for each course. Entry requirements reflect the level of competition for places, as well as the academic / practice-based skills and knowledge required to succeed on a course.

4.2 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 consider will enable them to become successful students on our degree courses. Applicants will be considered holistically to ascertain the likelihood of them benefitting from academic opportunities offered at the University, and their potential to succeed on their chosen course. Contextual factors, such as educational or socio-economic background, may be considered in this process.

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

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

4.3 Academic and practice-based entrance requirements

The Faculty of Arts, Humanities and Cultures welcomes applications from those studying a range of Level 3 equivalent qualifications, where applicants have the potential to succeed on their chosen degree course. Offers are made in terms of specific grades, not UCAS tariff points.

The Faculty of Arts, Humanities and Cultures formulates offers based on a holistic consideration of the individual's profile - as presented in their UCAS application, and through any additional selection activities. Requirements may vary from the minimum/guideline qualification equivalencies set out in Appendix A of the University Admissions Policy to ensure candidates are suitably prepared for study on their chosen course.

Extended Projects may be included as part of an alternative conditional offer.

The following schools / courses also require evidence of a candidate's **creative / practical skills**, further details of which are available on the relevant school's website:

- **School of Design:** Though portfolio viewings do not usually form part of the standard admissions process, applicants may be asked to submit a digital portfolio where it is considered that further evidence of their creative/artistic ability and potential is required. This, together with their UCAS application, will be used to assess a candidate's creative skills and their suitability to study on the course.
- **School of Fine Art, History of Art and Cultural Studies:** Applicants for courses that include a 'fine art' element, who are shortlisted for further selection, will be expected to submit a digital portfolio in advance of attending an interview and portfolio assessment event in the school. Shortlisted overseas candidates will be required to submit an online portfolio of work and will be asked to take part in a Skype or telephone interview.
- **School of Music:** In some cases, applicants may be asked to provide examples of their work to help assess their suitability for Music courses. BMus applicants (who must have achieved ABRSM grade 8 Distinction, or equivalent), will participate in an audition / interview.

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

Information for international applicants can be found on the University of [Leeds International Students webpages](#) and our [international admissions qualifications webpage](#).

4.4 Personal statement advice

The personal statement section of the UCAS form helps schools 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 subject for which they have applied. The applicant might describe skills, interests or attributes that demonstrate their aptitude, motivation and interest in the subject area, including relevant school/college/out of school activities, personal, travel or work experiences; and where relevant to the subject area, sources of inspiration for their creative practice. School websites may provide further details about information that may enhance a personal statement (*see 8.2 for web-links*).

4.5 Interviews

Eligible applicants to the schools / courses listed below, will normally be invited to an informal interview / visit day as part of the selection process, prior to a decision being made on their application. (- see 6.2):

- **School of Music:** BMus Music (Performance) applicants are also required to perform in a music audition.
- **School of Performance and Cultural Industries:** Applicants will participate in an interview and workshop as part of the selection process.
- **School of Fine Art, History of Art and Cultural Studies:** The interview is the main focus of the visit day. All applicants to the school are interviewed, usually in small groups.

Applicants who live overseas or cannot attend the interview in person for other substantial reasons, may be offered, where appropriate, the opportunity of a telephone or Skype interview, which will be arranged in advance with adequate notice.

Interviews do *not* form part of the standard admissions process for other courses, whose applicants are assessed solely on their academic (and where appropriate, creative) aptitude and potential using information provided in their UCAS application and (where appropriate) as evidenced through samples of their creative work (- see 4.3). However, where it is felt that an interview would be of particular benefit to the applicant or where it is considered that further information is required to assess a candidate's potential, applicants may be invited to attend an informal interview. An interviewee's experience, skills and knowledge will be considered in relation to the academic and, where appropriate, practical demands of the course. Full details about selection activities may be found on the relevant school's website (- see 8.2 *for web-link*).

Some applicants (such as those who are disabled or those who are pregnant) 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).

4.6 References

The reference section of the application is carefully considered by the Faculty of Arts, Humanities and Cultures and is an important part of the selection process. Details of any extenuating circumstances should be highlighted in the reference. There is more information on writing the reference available via [UCAS](#).

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 course. Offers are made based on the information supplied on the application form and performance at interview and/or other selection activities, where applicable (see section 4). The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

5.1 Confirmation

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, unless otherwise stated in the prescribed course or professional body requirements. This also applies if the offer is deferred for entry to the following application year. Applicants whose results will not be sent to the University via UCAS are encouraged to send evidence of their results to the school admissions office, as soon as possible.

5.2 Course start date and arrival

University teaching periods can be found on the [University's Almanac](#), though students are generally expected to arrive prior to this date in order to undertake important university/school induction activities. The University reserves the right to refuse admission to those offer holders who arrive after the required start date. Should there be any possibility of a delay to arrival, the offer holder should seek advice from the relevant school's Education Service Officer for undergraduate admissions (*see 8.2 for contact details*) before travelling.

5.3 Examination / assessment re-marks

The Faculty of Arts, Humanities and Cultures may not be able to confirm a place for the forthcoming academic session following an improved final grade after a re-mark. However, applicants may be offered a deferred place or invited to reapply through UCAS during the following academic year.

5.4 Deferred applicants

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

5.5 Reasons for unsuccessful applications

All UCAS forms are carefully reviewed by the Admissions Team to determine whether an offer of a place can be made. An application may be unsuccessful on the basis of actual/predicted academic qualification grades, the information provided in the personal statement, or other criteria. If a place cannot be offered on the original course of application, a UCAS form may be passed to the assessors of other courses that may be of interest to the applicant.

5.6 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be emailed from the address provided on the applicant's UCAS form. Requests should be addressed to the relevant school's Education Service Officer for undergraduate admissions (see *8.2 for contact details*).

5.7 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 [Undergraduate Admissions Policy](#).

Applicants who wish to challenge a decision to reject their application may wish to discuss the matter in the first instance with the relevant school's Education Service Officer for undergraduate admissions (*see 8.2 for contact details*) to discuss the reason for the decision. Should an applicant wish to pursue this (or any complaint) further, they should email or write to the Undergraduate Admissions Manager, Faculty of Arts, Humanities and Cultures, detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision. Complaints made *on behalf* of an applicant cannot usually be processed and 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 [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

Applicants made an offer by the following schools are invited to attend a post-application visit day: Design; English; History; Languages, Cultures and Societies; Media and Communication; Philosophy, Religion and History of Science.

Attendance at these events is not compulsory and does not form part of the selection process, though it is strongly recommended as an opportunity for applicants to familiarise themselves with the school and course for which they have applied, so that they are better able to make an informed choice about whether or not to accept their offer. Unless applicants are specifically informed in advance, they will not be required to undertake an interview as part of this visit.

Applicants to the School of Music, School of Fine Art, History of Art and Cultural Studies and the School of Performance and Cultural Industries, will undertake an interview during their visit day, as part of the selection process (*see 4.5 for details*).

Section 7: Scholarships & 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](#).

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 Admissions Enquiries Team

Admissions Enquiries

Telephone - +44 (0) 113 343 2336

Email - study@leeds.ac.uk

Web – www.leeds.ac.uk/undergraduate

8.2 Post-application enquiries

For further course / school specific information, applicants may view the University's online Coursefinder and the undergraduate section of the relevant school's website. Any further queries may be directed to the school's Education Service Officer for undergraduate admissions, via the contact details below:

School of Design

Website: www.design.leeds.ac.uk/ug/
Email: <https://ahc.leeds.ac.uk/design-undergraduate>
Tel: 0113 343 0118

School of English

Website: www.leeds.ac.uk/english
Email: <https://ahc.leeds.ac.uk/english-undergraduate>
Tel: +44 (0) 113 343 4759

School of Fine Art, History of Art and Cultural Studies

Website: <http://www.fine-art.leeds.ac.uk/ug/>
Email: <https://ahc.leeds.ac.uk/fine-art-undergraduate>
Tel: 0+44 (0) 113 34 31822

School of History and Institute for Medieval Studies

Website: www.leeds.ac.uk/history
Email: <https://ahc.leeds.ac.uk/history-undergraduate>
Tel: +44 (0) 113 343 1888

School of Languages, Cultures and Societies

Website: www.leeds.ac.uk/lcs
Email: <https://ahc.leeds.ac.uk/languages-undergraduate>
Tel: +44 (0) 113 343 5654

School of Media and Communication

Website: www.media.leeds.ac.uk/
Email: <https://ahc.leeds.ac.uk/media-undergraduate>
Tel: + 44 (0) 113 343 5809

School of Music

Website: <http://music.leeds.ac.uk/ug/>
Email: <https://ahc.leeds.ac.uk/music-undergraduate>
Tel: +44 (0) 113 343 2583

School of Performance and Cultural Industries

Website: <http://www.pci.leeds.ac.uk/ug/>

Email: <https://ahc.leeds.ac.uk/performance-undergraduate>
Tel: +44 (0)113 343 8710

School of Philosophy, Religion and the History of Science

Website: www.leeds.ac.uk/prhs
Email: <https://ahc.leeds.ac.uk/philosophy-undergraduate>
Tel: +44 (0) 113 343 8068

Updated by Helen Dyson, 24th May 2019
Last updated by Anya Wright, October 2019

Date of amendment	Change detail	Section
01/10/2019	Update to Access to Leeds eligibility criteria	3.2.1