

**UNIVERSITY OF LEEDS
SCHOOL OF MEDICINE**

**CLASSIFIED UNDERGRADUATE ADMISSIONS POLICY
2020**

This document outlines the School of Medicine 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 this document. This policy will be reviewed on an annual basis.

The School of Medicine Admissions Policy applies to the following programmes:

- B821 BSc (Hons) Healthcare Science (Audiology)
- B61A BSc (Hons) Healthcare Science (Cardiac Physiology)
- B810 BSc (Hons) Diagnostic Radiography

1. Principles

The School of Medicine 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. Applications will be considered holistically and contextual factors, such as educational or socio-economic background, may be considered in this process.

2. Selection principles

The School of Medicine 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 School of Medicine 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, which all staff, students and third parties, including prospective students, are expected to abide by. 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.

The School of Medicine will not normally accept applications after the initial UCAS closing date and does not normally participate in the UCAS Extra scheme.

3.2 Widening Participation

The School of Medicine 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 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, although 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 require 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.

3.2.2 Interdisciplinary Science Foundation Programme (CFGO)

This full-time, one year course enables students to prepare for degree level study and gain the necessary academic competence required for entry to the degree programme. Students who successfully complete the year can apply for internal transfer onto the programmes outlined in this admissions policy. Admission is not guaranteed and applicants are selected using academic and non-academic criteria. Successful completion of the year with an overall score of at least 65% is required.

Please see the [Interdisciplinary Science Foundation Programme](#) webpage for more information.

3.2.3 Interdisciplinary Foundation Programme (PHE)

Designed with mature students in mind, this part-time, one year course enables students to gain the subject knowledge, academic skills and confidence to progress onto undergraduate degree programmes. Students who successfully complete the year can apply for internal transfer onto the programmes outlined in this admissions policy. Admission is not guaranteed and applicants are selected using academic and non-academic criteria. Successful completion of the year with an overall score of at least 65% is required.

More information can be found on the [Interdisciplinary Foundation Programme \(PHE\)](#) webpage.

3.2.4 International Foundation Year

The BSc (Hons) Healthcare Science (Audiology) programme will consider applicants who have successfully completed the University of Leeds International Foundation Year.

More information can be found on the [International Foundation Year website](#).

Applicants should check whether the BSc (Hons) Healthcare Science (Audiology) degree is acceptable in their home country. Further clarification is required to ascertain if regulatory, licensing or professional bodies require further preparation for practice in the home country. Not all countries have the same requirements for practice so transferability cannot be assumed.

3.3 Deferred applications/ gap year

The School of Medicine will accept applications for deferred entry. 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 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 contact the school admissions team for details. English language qualifications must also be valid at the 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 school admissions team.

3.4 Re-sits/ re-applications

The School of Medicine will accept applications from applicants who have re-submitted applications. Re-applications from those that have achieved the required grades at first attempt will be assessed in competition with all the other applications.

Applications from applicants re-sitting exams are only likely to be successful in exceptional circumstances. Well-supported contemporaneous documentary evidence of any extenuating circumstances is required. Applications will not normally be considered from those undertaking a third attempt at an academic entry qualification.

Applications will not normally be considered from those who have been required to withdraw from study at this or any other centre of higher education or who have chosen to terminate their studies early.

3.5 Early examinations

The School of Medicine 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 application 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 and make a holistic decision on the application.

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.

3.7 Internal transfers

The School of Medicine will consider applications from applicants who wish to transfer internally from other programmes at the University of Leeds to level one of our courses. Each will be reviewed on an individual basis with consideration of the following:

- Clinical placements are available
- Relevant entry requirements have been obtained for entry onto the programme they wish to transfer to
- A personal statement to support entry onto the programme they wish to transfer to
- Confirmation of details of modules and student performance from the current programme they wish to transfer from

All transfer enquiries should be made to the Admissions Tutor for the programme you wish to transfer to in the first instance.

3.8 External Transfers

The School of Medicine will accept applications from applicants who wish to transfer onto one of our courses from other institutions. Each will be reviewed on an individual basis with consideration of the following:

- Clinical placements are available
- Relevant entry requirements have been obtained for entry onto the programme they wish to transfer to
- Excellent academic record at current institution
- Support for transfer from current institution

3.9 Advanced Entry

The School of Medicine will accept applications from applicants who are seeking entry to the second year. All applications must be made through UCAS (www.ucas.com) by 15th January. Each will be reviewed on an individual basis with consideration of the following:

- Clinical placements are available
- Successful completion of all modules in the first year study
- Confirmation of details of modules and student performance from the current programme they wish to transfer from
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought have been met

Judgements on equivalence are made by the Admissions Tutor. Entry onto Level 3 of the School of Medicine is not permitted.

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

3.10 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).

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.

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 3.14 for further information.

3.11 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. The School of Medicine does not form a component of any joint honours programme of study, but for the current range of Joint Honours courses offered by the University of Leeds please refer to our [Coursefinder webpage](#).

3.12 Extended degrees

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 degrees with foundation year. Please see the [Lifelong Learning Centre website](#) for details.

3.13 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 minimum requirements to obtain a Tier 4 visa.

Proof of English Language proficiency will be required and minimum levels and approved tests for the School of Medicine are detailed below:

IELTS: 7.0 overall with no less than 6.5 in any element

ibtTOEFL: 100 overall with no less than 22 in Listening, 22 in Reading, 23 in Writing and 24 in Speaking.

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. A list of applicants who are not required to undertake further English language tests can be found in appendix B of the University's undergraduate admissions policy.

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

3.14 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.

3.15 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 standard application procedure (see section 3.1). Applicants are assessed on the basis of their application form, as detailed in section 4. A multiple mini interview will be carried out, in line with all other applicants, to assess the non-academic attributes requires to study medicine.

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

3.16 Part-time applicants

Due to the nature of the programmes covered by this admissions policy, we regret that we are unable to accept applications from students wishing to study part-time.

3.17 Age and Safeguarding

The University recognises that someone'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.

Applicants will have to be 18 years of age or over by the time that they commence clinical placements.

3.18 Disabled applicants

The School of Medicine 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 an applicant's academic eligibility for their chosen course. It is reviewed in order to identify any potential study-related support requirements and 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 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 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.

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.

² Which are not classed as a disability.

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.

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 are what will be used when making a decision.

3.20 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 but 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](#).

3.21 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.

3.22 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.

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 School of Medicine 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 or Certificates of Good Conduct reveal prior criminal behaviour giving rise to concern for the protection of the public.

International Students: The DBS check can only include background checks on your time in the UK. If the student has been resident in the UK for less than 3 years, then a criminal record check from your home country is required in addition to the UK DBS check. This may be referred to as a 'Certificate of Good Conduct' (CoGC) but the name varies.

Section 4: Admissions requirements

4.1 Admissions intake

Details are given below of the typical annual intake through UCAS for each programme within the School. 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.

BSc (Hons) Healthcare Science (Audiology)	22
BSc (Hons) Healthcare Science (Cardiac Physiology)	22
BSc (Hons) Diagnostic Radiography	58

4.2 Competition for places

Programmes within the School of Medicine are generally very popular and we receive in excess of 15 applications for each available place. Most of our applicants have an excellent academic record, typically offering ABB at A Level and a good range of subjects at GCSE including, maths, English and science.

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 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 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](#).

4.4 Academic entrance requirements

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

Details of entry requirements for the undergraduate programmes outlined in the admissions policy can be found on the [School of Medicine website](#).

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

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 application form is an important part of the selection process. It helps us to assess the nature of the applicant's interest in their chosen health or social care profession. 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.

It is an important part of the selection process and is used not only during short-listing but is likely to be explored when you are invited to the School of Medicine. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. We wish to hear about:

- *Why have you chosen a particular profession and what led you to this?*
- *What and how have you researched about it?*
- *What is your knowledge and understanding of your chosen profession and their contribution to the wider team?*
- *What are the current issues affecting your chosen profession?*
- *How have your current studies prepared you for your chosen profession and studying at university?*

- *What transferable skills do you have – for example, work experience, positions of responsibility through paid employment or school activities?*
- *What caring experience do you have?*

4.6 Interviews

Applicants are shortlisted against agreed criteria and they must meet the academic entry requirement for the programme at application or within the academic cycle. The academic background of the applicant plus the personal statement on the UCAS form helps us to assess the nature of the applicant's interest in their chosen profession and is an important part of the selection process. Additionally the reference provided on the UCAS form must be supportive of the applicant. The School will only shortlist on the information supplied on the form at the time of submission.

Successful applicants will be invited to the School of Medicine for either individual interviews [BSc (Hons) Diagnostic Radiography] or multiple mini interviews (MMIs) [BSc (Hons) Healthcare Science: Audiology and BSc (Hons) Healthcare Science: Cardiac Physiology]. This enables us to further assess the applicant's aptitude and interest in the programme. It also allows us to provide detailed information about the programme in terms of content, delivery and expectations of staff and students. Applicants will get to meet the academic staff and current students, and to look at the facilities within the School of Medicine and wider university campus.

If invited to the School of Medicine, you will receive an invitation to attend on a specific date. This will include more detailed information of the nature and content of the interview or MMIs. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

Some applicants, such as those who are disabled or those who are pregnant may require adjustments to their 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).

4.7 References

We carefully consider the reference provided on the UCAS form. Any details of extenuating circumstances should be highlighted. Please work with your referee when they are writing your reference to ensure they include as much appropriate information as possible and direct them to the guidance on the UCAS site (www.ucas.com/advisers/online/references).

If you wish to submit any documentation regarding extenuating circumstances this must be done at the time of application. Failure to do this will result in this

information not being taken into account. Submission should be by email to the Admissions team at ugmadmissions@leeds.ac.uk.

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. The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

The number of offers made will be calculated in reference to previous years' intake statistics and conversion ratios.

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, even 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.

It should be noted that for these programmes an unconditional offer means that an applicant has met the academic and non-academic entry requirements but will still be required to meet the health and criminal record checks. If these conditions are not met prior to registration, proof that these checks will be fulfilled during term 1 can be used to confirm a place.

5.2 Re-marks

The School of Medicine may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, however applicants may be offered a deferred place or asked to reapply.

5.3 Course start date and arrival

University teaching periods can be found on the [University's Almanac](#), however students may be expected to arrive prior to this date in order to undertake key induction activity. 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, offer holders should seek advice from the School of Medicine before travelling.

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

Due to the volume of applications received we may have to reject students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. The application forms of applicants who are unsuccessful in gaining a place on their chosen course may be passed to the admissions teams for other courses in which the applicant may be interested.

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 made in writing or via email to the relevant Admissions Tutor/Student Support Officer 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.

5.7 Complaints

The School of Medicine 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 should write to the Faculty Admissions Manager, 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 therefore applicants are advised to contact the Faculty 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

The School of Medicine does not hold post-application visit days. However, all applicants are invited to attend an interview or MMI at the School of Medicine. This provides an opportunity to familiarise themselves with the School and the programme of study in order that they are able to make an informed choice about whether or not to accept their offer. It is also an opportunity to explore the University of Leeds campus.

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

Communication with applicants will usually be via UCAS Track and email. It is therefore important that an e-mail address is supplied on the UCAS application that if this changes during the application sequence that the Admissions Team are notified at the address given below.

Admissions enquiries specific to the School of Medicine, MBChB should be made to the following address:

Admissions Team
Room 7.09, level 7,
Worsley Building
University of Leeds
LS2 9JT
Telephone: 0113 343 4379/0113 343 7194

BSc (Hons) Healthcare Science (Audiology)
BSc (Hons) Healthcare Science (Cardiac Physiology)
Email: healthcarescienceadmissions@leeds.ac.uk

BSc (Hons) Diagnostic Radiography
Email: radiographyadmissions@leeds.ac.uk

Updated by Gail Nicholls, Director of Admissions 28th 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