

**UNIVERSITY OF LEEDS  
SCHOOL OF EDUCATION**

**UNDERGRADUATE ADMISSIONS POLICY  
2020**

This document outlines the School of Education 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 Education Admissions Policy applies to the following programmes:

- BA Childhood Studies (LX93) (from which it is possible to transfer to BA Childhood Studies (Industrial) and BA Childhood Studies (International))\*
- BA Education (X300) (from which it is possible to transfer to BA Education (Industrial) and BA Education (International))
- BA TESOL (X370) (from which it is possible to transfer to BA TESOL (Industrial) and BA TESOL (International))
- BSc Psychology with Education (C812) (from which it is possible to transfer to BSc Psychology with Education (Industrial) and BSc Psychology with Education (International))

\* This course is available part time, see section 3.15 for information about how to apply.

## **1. Principles**

The School of Education ensures that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. 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 Education 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 Education 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](http://www.ucas.com)) by 15<sup>th</sup> January.

The School of Education might accept applications after the initial UCAS closing date, however it is recommended that the applicant contact us prior to making an application to check. The School of Education does participate in the UCAS Extra scheme.

#### **3.2 Widening Participation**

The School of Education 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.

### **3.3 Deferred applications / Gap-Year**

The School of Education 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 faculty 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 faculty admissions team.

### **3.4 Re-sits / Re-applications**

The School of Education will accept applications from applicants who have re-submitted applications and/or re-sat examinations.

Applicants who wish to reapply should contact the [School of Education](#) prior to making an application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

### **3.5 Early Examinations**

The School of Education 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 many 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 Education will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Applicants are required to submit a personal statement, a reference from their current school and a note of their student ID number. There is no requirement to complete the current year of study and applicants are expected to meet the standard academic entry requirements.

### **3.8 External transfers**

The School of Education will accept applications from applicants who wish to transfer onto one of our courses from other institutions, providing places are available. Applicants are required to submit a personal statement and a reference from their current place of study. Applicants are expected to meet the standard academic entry requirements.

### **3.9 Advanced Entry**

The School of Education will accept applications from applicants who are seeking entry to the second year. All applications must be made through UCAS by 30<sup>th</sup> June.

#### **BA Childhood Studies/BA Education/BA TESOL**

To be eligible you must demonstrate:

- The first year requirement has been met
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought, have been met
- You have achieved a minimum 60% average in your first year study

### **BSc Education with Psychology**

To be eligible you must demonstrate:

- The first year requirement has been met
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought, have been met
- You have passed the first year of a British Psychological Society accredited degree

Judgements on equivalence are made by the Admissions Tutor. Entry onto Level 3 of the School of Education 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).

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related programme of study, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons e.g. ill health, 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 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 faculty admissions team 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 Education does not currently offer any, but for the current range of Joint Honours programmes offered by the University of Leeds please refer to our [Coursefinder webpage](#).

### **3.12 Extended degree programmes**

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University's extended degree

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

### **Progression from BA Social Science (L301) Foundation Degree**

Students that complete level 0 of this programme are considered as internal applicants and do not need to complete a UCAS application. The standard offer for School of Education programmes can be found on the [website](#).

### **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 Education are detailed below:

- A grade C or 4 in GCSE English Language or equivalent qualification.
- IELTS:
  - **LX93, X370, X300** - 6.5, with no less than 6 in any component.
  - **C812** - 7, with no less than 6.5 in any component
- iBT TOEFL:
  - **LX93, X370, X300** - 92 overall, listening 22, reading 22, speaking 24, writing 23
  - **C812** - 100 overall, 23 listening, reading 23, speaking 25, writing 24

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-session 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. An interview and/or piece of assessed written work/test may also be offered as part of the entry process.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact: [lifelonglearning@leeds.ac.uk](mailto:lifelonglearning@leeds.ac.uk), phone 0113 343 3212 or see [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk).

### **3.16 Part-time applicants**

The School of Education offers the BA Childhood Studies (LX93) programme on a part-time basis. Applications for part-time undergraduate study 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, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact: [lifelonglearning@leeds.ac.uk](mailto:lifelonglearning@leeds.ac.uk), phone 0113 343 3212 or see [www.llc.leeds.ac.uk](http://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.

### **3.17 Age and Safeguarding**

The University recognises 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.

The School of Education does not currently have any age restrictions attached to any of our courses.

### **3.18 Disabled applicants**

The School of Education welcomes applications from disabled people<sup>1</sup>. 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 eligibility for their chosen course. It is reviewed in order to identify the 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 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](mailto: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-

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<sup>1</sup> 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.



related issues<sup>2</sup> as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

If a candidate feels that any disability, prior ill-health – or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) – may have affected their **previous** education, or may have affected the grades they received in past examinations, then they are welcome to contact the School to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances.

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 admissions team for a course of study but require their status to be changed should contact the Taught Admissions Office [study@leeds.ac.uk](mailto: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 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

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<sup>2</sup> Which are not classed as a “disability”.

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 which 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](http://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 School of Education 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.

## **Section 4: Admissions Requirements**

### **4.1 Admissions intake**

Details are given below of the typical annual intake through UCAS for each course within the School. The figure given is for home students and those from the European Union. International fee-paying students are considered separately and are not included in these figures.

<b>Programme</b>	<b>Places</b>	<b>Applications</b>
BA Childhood Studies	23	200
BA Education	22	225
BA TESOL	3	50
BSc Psychology with Education	20	150

### **4.2 Competition for places**

Programmes within the School of Education are generally very popular and we receive in excess of 600 applications for the 67 places available.

### **4.3 Selection process**

All applications must be made online through the Universities and Colleges Admissions Service ([www.ucas.com](http://www.ucas.com)). Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become successful students on our degree 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 Education welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see the [School of Education webpage](#) for the course list of entry requirements and accepted qualifications. The School of Education formulates offers based on the profile presented and holistic consideration of the individual. 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.

We recognise the value, effort and enthusiasm applicants make in the Extended Project and may include it as part of an alternative conditional offer for the **BA Childhood Studies**, **BA Education** and **BA TESOL** courses only.

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

The School of Education does not accept Level 2 Functional Skills English in lieu of GCSE English.

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

#### **4.5 Personal statement advice**

The personal statement of the application form helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. We wish to hear about:

##### **For BA Childhood Studies**

- Interest in the academic study of childhood
- Social and cultural awareness
- Responsibility

- Non-academic interests and activities
- Intention to pursue a career working with children, young people and their families, for example in the education, health or social care sectors

#### **For BA TESOL**

- Interest in the academic study of language and education
- Interest in foreign language learning and engaging with other cultures
- Social and cultural awareness
- Non-academic interests and activities
- Career aspirations

#### **For BA Education**

- Interest in the academic study of education
- Intention to pursue a career in the field of education, for example, going on to train as a teacher
- Social and cultural awareness
- Non-academic interests and activities

#### **For BSc Psychology with Education**

- Interest in the application of psychology in education
- Broader interest in psychology and its everyday application
- Social and cultural awareness
- Potential future career aspirations
- Non-academic interests and activities

### **4.6 Interviews**

Interviews do not form part of our standard admissions process, however, in some cases, an applicant may be invited for an interview if it will help inform whether or not an offer should be made. This will either be held in the School of Education or via Skype.

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](mailto:disability@leeds.ac.uk)) and the Equality Policy Unit for advice on other adjustments (email [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)).

### **4.7 References**

The reference section of the application is carefully considered by the School of Education 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 programme of study. Offers are made based on the information supplied on the application form and performance at interview where applicable (see section above). 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<sup>st</sup> 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 faculty admissions office as soon as possible.

### **5.2 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 Education before travelling.

### **5.3 Re-marks**

The School of Education 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.

### **5.4 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 programme 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 [Student Education Admissions Officer](#) and signed by the applicant or from the

email address listed on their application form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

## **5.7 Complaints**

The School of Education 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 Admissions Manager, S. Haines, [s.i.haines@education.leeds.ac.uk](mailto:s.i.haines@education.leeds.ac.uk) 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 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**

All applicants to whom we have made offers are invited to attend a School of Education applicant visit day. Attendance is not compulsory and does not form part of the selection process. The purpose of the offer holder day is to enable applicants to familiarise themselves with the department and the course in order that they are able to make an informed choice about whether or not to accept their offer. Unless the applicant is specifically informed in advance, they will not be required to undertake an interview as part of this visit.

## **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 the University of Leeds [webpages](#) and the [School of Education webpage](#).

## **Section 8: Contact details**

### **8.1 General pre-application enquiries**

For general enquiries and information relating to courses and admission to the University of Leeds, applicants should contact the Course Enquiries Office:

Admissions Enquiries,  
University of Leeds,  
Leeds,  
LS2 9JT  
Telephone - +44 (0) 113 343 2336  
Email - [study@leeds.ac.uk](mailto:study@leeds.ac.uk)  
Web - [www.leeds.ac.uk/undergraduate](http://www.leeds.ac.uk/undergraduate)

### **8.2 Post-application enquiries**

Admissions enquiries specific to the School of Education should be directed to:

UK/EU applications

Andrea Manterfield  
Student Education Officer (Admissions)  
Faculty Admissions Office  
Beech Grove House  
University of Leeds  
Leeds, LS2 9JT

Tel: 0113 343 3525  
Email: [ugeducation@leeds.ac.uk](mailto:ugeducation@leeds.ac.uk)

International applications

Student Education Officer (Admissions)  
Faculty Admissions Office  
Beech Grove House  
University of Leeds  
Leeds, LS2 9JT

Tel: 0113 343 8497  
Email: [ugintessl@leeds.ac.uk](mailto:ugintessl@leeds.ac.uk)

Updated by S Haines, 20/05/19  
Last updated by Anya Wright, October 2019

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