

**UNIVERSITY OF LEEDS
LEEDS UNIVERSITY BUSINESS SCHOOL**

**UNDERGRADUATE ADMISSIONS POLICY
2020**

This document outlines the Leeds University Business School 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 Leeds University Business School Admissions Policy applies to the following courses (UCAS codes included):

Accounting Programmes

BSc Accounting and Finance (N420)

BSc Banking and Finance (N320)

Economics Programmes

BSc Economics (L100)

BSc Business Economics (L112)

BSc Economics and Finance (LN13)

Management Programmes

BA Business Management (N200)

BA Business Management with Marketing (N2N5)

Human Resource Management Programmes

BA Human Resource Management (N611)

BA Business Management and the Human Resource (8H67)

International Business Programmes

BSc International Business (N120)

BSc International Business and Finance (NN13)

BSc International Business and Marketing (N1N5)

1. Principles

The Leeds University Business School 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 Leeds University Business School 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 Leeds University Business School 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

Applications for places on undergraduate courses starting the following September at Leeds University Business School must be made through the Universities and Colleges Admissions Service (UCAS) at www.ucas.com. Applications will be considered as follows:

- Applications submitted between 1 September and 15 January are guaranteed equal consideration with other applicants.
- Applications submitted between 16 January and 30 June will be considered at our discretion and subject to places remaining available.

Leeds University Business School will declare to UCAS the programmes for which they will accept UCAS Extra applications and these will be posted on the UCAS website at <http://www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/adding-extra-choices>.

3.2 Widening Participation

Leeds University Business School 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 Leeds University Business School 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.

For offer holders whose first language is not English, English language qualifications must be valid at your revised start date.

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, a new application must be made through UCAS and you should contact the School.

3.4 Re-sits/ re-applications

The Leeds University Business School will accept applications from applicants who have re-submitted applications and/or re-sat examinations. We will consider applicants with a maximum of one year of resits.

Applicants re-sitting any part of a qualification should make this clear on their UCAS application form under section *5B. QUALIFICATIONS NOT YET COMPLETED OR CERTIFICATED*.

Typically we expect candidates to have completed their A-Level or equivalent qualifications over three years in total (though not necessarily consecutively). If this has not been the case, then we advise that the academic referee provides further information as to reasons for this within their reference on the UCAS form

3.5 Early examinations

The Leeds University Business School 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.

3.7 Internal transfers

Leeds University Business School will consider applications from students who wish to transfer internally to Level 1 of our programmes after commencing Level 1 of another programme at the University of Leeds, providing places are available. In order to be considered for a transfer, in the first instance students must consult the Undergraduate Admissions team by emailing lubsugadmissions@leeds.ac.uk before proceeding. The entry requirements remain the same as our current standard Level 1 entry requirements. The student's current university study will also be considered as part of the review process. Applications from within the University for Level 1 are processed internally and not through UCAS. The Leeds University Business School Undergraduate Admissions team will only begin considering programme transfer requests from 1st May 2020 once the following academic year's programme catalogue is made available. The deadline by which to apply for transfer is 30th June 2020.

The deadline of the 30th June 2020 also applies to candidates holding a study offer outside of the Business School for entry in September 2020 who wish to change their Firm choice to the Business School.

3.8 External transfers and Advanced Entry

Leeds University Business School does not accept applications from applicants who are seeking advanced entry into Level 2. All applications must be made to the first year. *The only exceptions are for those applicants applying for advanced entry through a formal articulation route with one of our recognised partner institutions (please see <http://business.leeds.ac.uk/undergraduate/entry-requirements/direct-entry/>) or holders of the Singapore Polytechnic Diploma applying for advanced entry to select Business School programmes (please see <https://business.leeds.ac.uk/undergraduate/entry-requirements/equivalent-qualifications/> for more details on Singapore entry requirements).*

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

3.9 Former students of the University and Application for Re-entry

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 Leeds University Business School at lubsugadmissions@leeds.ac.uk 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 3.13 for further information.

3.10 Joint Honours applications

The University of Leeds offers one of the most varied selections of two-subject degrees in the country. For the current range of Joint Honours courses offered within the Leeds University Business School, please refer to <https://business.leeds.ac.uk/undergraduate/courses/>. Please note that the Leeds University Business School does not administer these joint honours programmes. Applicants should visit the web pages of the partner school, or contact the parent school admissions office directly, for any admissions related queries.

Please note that once you have commenced a Joint Honours programme it may not always be possible to transfer onto a Single Honours programme relating to one of the subjects where there are too many modules common to both programmes. Cases are reviewed on an individual basis subject to the arrangements in paragraph 3.7.

3.11 Extended degree programmes

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

3.12 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 Leeds University Business School can be found at:

<https://business.leeds.ac.uk/undergraduate/entry-requirements/english-language-requirements/>

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.

3.13 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.

3.14 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 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.

3.15 Part-time applicants

The Leeds University Business School does not offer courses on a part-time basis. However, other programmes may be available within the rest of the University.

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 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.

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.

3.16 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.

The Leeds University Business School does not currently have any additional age restrictions attached to any of its courses.

3.17 Disabled applicants

The Leeds University Business School 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 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](#).

3.18 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.

3.19 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](#).

3.20 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.

3.21 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 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.

Section 4: Admissions requirements

4.1 Admissions intake

Details are given below of the typical annual intake through UCAS for each course within the Leeds University Business 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.

4.2 Competition for places

Courses within the Leeds University Business School are generally very popular and we receive in excess of 6000 applications for the 445 UK/EU places available.

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 Leeds University Business School 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 <https://business.leeds.ac.uk/undergraduate/entry-requirements/> for confirmation of our entry requirements and accepted qualifications. Leeds University Business School sets its entry requirements to ensure success on its programmes. For this reason requirements may differ between programmes and to the minimum/guideline qualification equivalencies set out in Appendix A of the University Admissions Policy.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort and in response to restructures in qualifications and changes in syllabi.

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. Please see the 'Writing your personal statement' section – including 'Hints and Tips' - on our website at <https://business.leeds.ac.uk/undergraduate/how-to-apply/>

4.6 Interviews

Interviews are normally not part of our standard admissions process, however, in some cases, applicants will be invited to discuss further their motivations for studying, interest in the subject and capacity and commitment to study at undergraduate level. Such applicants will also be asked to provide a recent piece of academic writing, or may be given an essay title to complete prior to interview.

Interviews will be conducted at the Leeds University Business School. Offers will be subject to a successful interview and assessment of written work.

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 Application Checklist

Before a UCAS application is submitted you should check you have done the following:

1. Applied for Year 1 entry, unless via a recognised exception listed in paragraph 3.8
2. Shown a full academic history in Section 4 including all secondary schools and attendance at any other Higher Education Institution, regardless of the length of study.
3. Explained any gaps of more than six months that appear in Section 4 within the personal statement, or Section 7 if related to paid employment.
4. Provided evidence in Section 5A or 5B that you have completed high school level, or equivalent level, of study as defined by the Undergraduate Admissions team.
5. If applicable, declared any examinations being re-sat in Section 5B. We will not check the personal statement or reference for details of resits if not included in this section.
6. Provided a reference from your most recent institution of study that includes predicted grades, where relevant. The reference must be submitted to UCAS directly by the referee.

Failure to comply with the above could result in delays in reviewing the application, or rejection on the basis that it is incomplete.

4.8 References

The reference section of the application is carefully considered by the Leeds University Business School 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, where applicable, performance at interview and merit of submitted academic work (see section 4.6). The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

5.1 Confirmation

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.

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 course start date will be indicated in the confirmation letter you will receive once the Leeds University Business School are able to confirm your place. Applicants must ensure that they are able to attend their course from this date. The University reserves the right to refuse admission to those offer holders who arrive after the required start date. Should there be any possibility of a delay to arrival, offer holders should seek advice from the Leeds University Business School at lubsugadmissions@leeds.ac.uk before travelling.

5.3 Re-marks and Deferred applicants

The Leeds University Business School will confirm a place in the upcoming academic cycle following an improved final grade which results in meeting our offer requirements, if the improved grade is confirmed by 31 August. Applicants requesting a re-mark must inform the Business School Undergraduate Admissions team as soon as possible once a re-mark request has been made.

Applicants who meet offer conditions after 31 August due to a re-mark may be offered a deferred place.

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

5.4 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.

5.5 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made via email to lubsugadmissions@leeds.ac.uk and sent from the email address listed on their application form. Once requests are received, feedback will be given via email as soon as possible.

Leeds University Business School will not enter into discussion relating to the outcome of individual applications with anyone other than the applicant themselves, unless the applicant provides written permission for the Business School to discuss this with another person (e.g. a parent), or has provided the name of a nominated

person on the application form. This policy is in accordance with the General Data Protection Regulation (GDPR) of May 2018.

5.6 Complaints

The Leeds University Business School 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 Dean of the Business School 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 Dean 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 who submit an application by 15th January and receive an offer by the end of March will be invited to attend a Leeds University Business School applicant visit day. These events take place between February and April. Attendance is not compulsory and does not form part of the selection process. The purpose of the applicant visit day is to enable applicants to familiarise themselves with the department and the course of study 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.

6.3 Independent Visits

Potential and current applicants who are unable to attend one of the Open or Visit Days may be able to visit the School and speak with an Undergraduate Admissions Officer. Please note, that it may not always be possible to arrange these visits due to staffing or workload considerations. For further information, please contact the Undergraduate Admissions team at lubsugadmissions@leeds.ac.uk.

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](#).

Information on Leeds University Business School applications may be found at <https://business.leeds.ac.uk/undergraduate/fees-and-funding/>.

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

Admissions enquiries specific to the Leeds University Business School should be directed to lubsugadmissions@leeds.ac.uk.

Updated by Eric Holland, Leeds University Business School Undergraduate Admissions, 23/05/2019.

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