

UNIVERSITY OF LEEDS
LEEDS UNIVERSITY BUSINESS SCHOOL
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2020

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

The Leeds University Business School Taught Postgraduate Admissions Policy applies to the following courses:

MSc Accounting and Finance
MSc Actuarial Finance
MA Advertising and Marketing
MSc Banking and International Finance
MSc Business Analytics and Decision Sciences
MSc Business Psychology
MSc Consumer Analytics and Marketing Strategy
MA Corporate Communications, Marketing and Public Relations
MSc Data Analytics and Human Resource Management
MSc Economics
MSc Economics and Finance
MSc Enterprise and Entrepreneurship
MSc Finance and Investment
MSc Financial Mathematics
MSc Financial Risk Management
MSc Financial Technology
MSc Global Strategy and Innovation Management
MSc Global Supply Chain Management
*MA Human Resource Management**
MSc Digital Information Management and Systems Innovation
MSc International Business
MSc International Marketing Management
MSc Management
MSc Management Consulting
MSc Organizational Psychology
MSc Senior Leadership
MBA Full Time

**These courses are offered part time. Please follow the application process as detailed below.*

1. Principles

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.

2. Selection Principles

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 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

Due to the high demand for places at Leeds University Business School, we operate a competitive, staged admissions process in which applicants are compared against their peers. Selection is based both on an applicant's academic record and non-academic record, as evidenced in the personal statement and curriculum vitae. This means that it is very important that all required documents are provided at the point of application.

Due to the competition for places, preference will be given to applicants with achieved or prospective grades above our minimum entry requirements. Given the high level of competition for available places, many good quality applicants may be unsuccessful.

Offers to outstanding applicants will be made on an ongoing basis, whilst the majority of applications will be held until the stated selection date for their stage when a proportion of the places available through the competitive process explained above will be allocated to applicants. Where there is a high volume of applications and strong competition for places it may be necessary to roll your application forward to the next stage decision deadline date. Applicants who are not made an offer by the relevant stage decision deadline date will be notified that their application has been unsuccessful, or that it will be carried forward to the next stage decision deadline date for further consideration.

In some cases, where an application is unsuccessful for the initial choice of course, but the application is of good quality and there is evidence of a good fit to another course at Leeds University Business School, an alternative course may be offered.

3.1 How to apply

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

For overseas applicants it is important to upload all academic transcripts and degree certificates¹ to the portal to enable us to assess suitability and CAS and visa documents if the applicant has studied in the UK previously, as failure to upload these may result in a delay to processing the application. Please see section 3.5 for more details. Where

¹ If applicants have completed and graduated from their degree programme.

relevant, applicants will also be expected to provide officially translated versions of their documentation.

Some courses may charge a non-refundable application fee. Where this applies, the fee requirement will be displayed on the relevant **Coursefinder** course profile. Applications to courses with an application fee will not be considered until we have confirmed the required fee has been paid.

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the **University's Equality Policy Unit**.

3.2 General entrance requirements

The typical entrance requirement for Leeds University Business School is a good first honours degree of at least a UK upper second class or equivalent. Criteria for entry to individual courses of study may be higher and applicants are advised to check with the school prior to applying. Exceptions to this academic requirement may be made when applicants can demonstrate significant relevant experience and their potential for benefiting from the course is clear.

For course-specific entry requirements please visit <https://business.leeds.ac.uk/masters/entry-requirements/>

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

3.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. Leeds University Business School will only assess applications which are complete before the application closing date.

Leeds University Business School will be operating a staged admissions process for applications to commence study in 2020/21. For further details please visit <https://business.leeds.ac.uk/masters/how-to-apply/>

If the applicant intends to apply for funding, they should submit an application for a place at least one month before any specific scholarship deadline.

International students requiring a Tier 4 visa are particularly advised to submit applications as early as possible to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK. Furthermore, an offer of a place is needed for many of the scholarships available to international students and scholarship application closing dates can often be early in the year.

3.4 English language requirements

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

Proof of English language proficiency will be required and minimum levels and approved tests for the Leeds University Business School are detailed in the link below or can be found in the [University of Leeds Taught Postgraduate Admissions Policy](#).

<http://business.leeds.ac.uk/masters/entry-requirements/english-language-requirements/>

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

Where an applicant does not meet the English language requirements for the academic course, but does meet the requirements for the University of Leeds pre-sessional English Language summer courses, they may be eligible for a combined offer for the pre-sessional and Taught Postgraduate course. Applicants with a combined offer needing a CAS (Confirmation of Acceptance to Study) will receive one CAS for the duration of both their pre-sessional and Taught Postgraduate study. Applicants must attend and successfully complete the pre-sessional course in order to progress onto the Taught Postgraduate course. Failure to do so will result in the applicant being unable to join the Taught Postgraduate course. Applicants can opt out of the combined pre-sessional offer and instead meet the English Language requirement by completing one of the English Language tests detailed in Appendix A, Section 2 of the [University of Leeds Taught Postgraduate Admissions Policy](#), by declining the offer and contacting tp_applications@leeds.ac.uk. A single CAS for the postgraduate programme can then be issued.

3.5 CAS statement, ATAS and Tier 4 visa

Applicants who require a Tier 4 (General) Student Visa and have previously studied in the UK will need to provide documentary evidence detailing any periods of study on a Tier 4 (General) Student Visa (or on a Student Visa if the study in the UK was before 2009) in order for the University to be able to carry out checks to ensure compliance with the UKVI's Points Based System. Applicants are encouraged to include documents such as previous CAS, copies of passport pages containing visas or copies of Biometric Residence Permits with their application to assist in processing. Any information that is not included in the application will be requested when the application is considered, or the University may need to request the applicant's permission to check their UK immigration history directly with the UKVI.

Please note where the UKVI allows exceptions to its policy, the University reserves the right to make its own assessment on whether these are applied.

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

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

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

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

3.6 Admissions intake

All courses within Leeds University Business School aim to recruit the highest calibre students, with all places awarded on merit. The allocation of student places is set for each course on an annual basis.

Courses within Leeds University Business School are generally very popular. We often receive a greater number of applications than the number of places available.

3.7 Advanced Entry

Accreditation of prior learning is a process undertaken by the University in order to assess and, as appropriate, recognise prior experiential learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study. Credit Transfer is the process by which the University accepts credit arising from prior certificated learning, either awarded by itself or another institution, as contributing to an award of the University.

Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant academic school at the point of admission onto a course. Retrospective applications from students part-way through a course will not normally be considered.

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

4. Selection process

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 a successful student in Leeds University Business School.

To be considered for a place on our programmes, applicants must provide the following information:

- A fully completed application form.
- Copies of transcripts and certificates (where available) for Bachelor's degree and any other degree studied
- Copy of approved English language test results (if applicable)
- Letter of sponsorship (if applicable)
- A personal statement (see below) and CV

For all Masters programmes at Leeds University Business School, a personal statement forms part of the assessment process and therefore must be included as part of your application.

In the statement, we are looking for evidence of the qualities that you will bring to the programme and student community. We also want to understand how studying a programme at Leeds University Business School will help you meet your career aspirations. Please ensure that you address the following in your personal statement:

- What skills, qualities and experiences would you bring to the programme and how will they help you succeed?
- How will the opportunity to study at Leeds University Business School help you in your academic, personal and professional development?
- What are your career aspirations and how will successful completion of this programme help you achieve them?

Your personal statement should be no more than 500 words in length, be written in English and be your own work.

The University uses a system to process personal statements received in support of an application in order to identify statements that show similarity. Where applications are identified by the system, whether the applicant is given the opportunity to submit a new proposal is at the discretion of the School.

We do not require applicants to have a GMAT/GRE test result to apply for our programmes. However, if you have taken a test please do submit your test results as a good score will add weight to your application. You may upload a scanned copy of your score report with your application and you should highlight this in your personal statement.

In exceptional circumstances we may consider applicants who do not meet the requirement of 2.1 or equivalent bachelor's degrees on the basis of relevant work experience and academic potential to benefit from taught postgraduate study. This will be assessed by consideration of the CV and personal statement and may include an interview.

In cases where we are unable to make an offer for an applicant's original choice of programme, applicants may wish to apply for a different programme and, subject to meeting programme entry requirements, any new application will be considered.

You will be required to submit details of two referees when completing your application who have knowledge of your academic and/or professional ability. These should usually be a lecturer or supervisor at your last educational institution, however, it may be appropriate to select referees from your professional area of work if you have been out of education for more than 5 years or are applying with evidence of work experience.

Additional information for MBA Applicants:

- A good GMAT (Graduate Management Admissions Test) may be considered for those with a degree lower than the normal standard; a good balanced GMAT score is required in this case (typically over 600). Please see the entry requirements webpage for further details: <http://business.leeds.ac.uk/the-leeds-mba/entry-requirements/>
- Work Experience – for Full-time MBA applicants, a minimum of three years appropriate work experience, at the time of the application, is required. For Executive MBA applicants a minimum of three years relevant work experience is required. This should be obtained after graduation from the first degree and should demonstrate appropriate managerial responsibilities and career progression.
- References - for Full-time MBA applicants, two referees must be nominated. One should be academic and the other should be a person with up-to-date knowledge of the applicant's employment activity. For Executive MBA applicants two employment references must be provided.
- Subject to meeting entry criteria as evidenced by the information provided in the application form, for applicants to the MBA programmes an interview forms part of the selection process. See section 4.1 below.

4.1 Interviews

With the exception of applicants to the MBA programme, Leeds University Business School does not typically undertake interviews with applicants; however, in certain circumstances programme leaders may invite an applicant to interview as part of the selection procedure. This may allow us to further assess the applicant's aptitude and interest in the course in order to help inform whether or not an offer should be made.

If invited to interview, the applicant will receive an email invitation from Leeds University Business School to attend an interview on a specific date. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis, via online video conferencing or telephone, particularly for overseas applicants. Typically the interview will be less than 30 minutes' duration.

Applicants for the MBA programmes who have met the entry criteria will be selected for interview as this forms part of the decision making process. The Full-time MBA Programme Director and/or their nominee, will be responsible for interviewing.

A note of the interview, including the reasons for the decision, will be taken by the interviewer and held on the applicant's record.

Feedback on any interview is available to all candidates and any interview records compiled are subject to the Data Protection Act. Any written notes of the interview can be requested by applicants following an interview.

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).

4.2 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 of study. Offers are made based on the information supplied on the application form, personal statement and where required, proof of English Language as detailed in section 3.4

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

4.3 Reasons for unsuccessful applicants

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback should be made via the applicant portal. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

We aim to respond to requests for feedback within 10 working days of receipt of the request. We will provide feedback by email directly to the applicant. We will only provide feedback about a decision directly to the applicant unless the candidate provides written permission for us to discuss it with another party

Where an applicant is refused a place on the MBA programme because of a lack of managerial work experience, they are welcome to reapply at a later date once they feel they have acquired this experience. These applications will be assessed on the same basis as all other applicants.

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

4.4 Complaints

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 Taught Postgraduate Admissions Policy](#). Applicants who wish to challenge a decision to reject their application should write to *Susan Waterson* - Functional Education Service Manager - susan@lubs.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 Postgraduate Admissions Policy](#).

4.5 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.

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

4.6 Disabled applicants

Leeds University Business School welcomes applications from disabled people². The University will make reasonable adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering an applicant's academic eligibility for their chosen course. It is reviewed in order to identify any potential study-related support requirements, and the eligibility for disability-related support funding, so that the University can ensure the applicant is supported effectively on the course.

The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to declare their disability should be aware that, without the knowledge it may be more difficult, or in rare cases impossible, for the

² The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact on that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

University to provide support and/or make the reasonable adjustments. Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability so that reasonable adjustments and/or other support requirement can be made/considered. Disabled applicants are also advised to contact the University's Disability Services team (part of the University's Student Education Service) once an application has been submitted, to discuss any support requirements they may have in relation to the course for which they have applied. Disability Services can be contacted at disability@leeds.ac.uk.

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

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

This section deals with health-related issues³, which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant academic school as soon as possible if their health is likely to impact on their ability to engage with the admissions process. The University aims to be flexible in such circumstances and to take such issues into account.

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

4.8 Support for applicants who are pregnant

In line with the University policy on support for students who are pregnant or have young children (available from [the Equality Policy Unit website](#)), applicants who are pregnant are advised to inform 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.

4.9 Guidance for trans applicants

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a course of study 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 Which are not classed as a disability.

4.10 Applicants seeking deferred entry

Leeds University Business School considers a deferred applicant as one who currently holds an offer but wishes to change the year of entry to the following academic year, or one who applies for the following academic year from the outset. Applicants who wish to defer an offer of a place to the following academic year should contact the Business School⁴ by 1st April 2021 where the course has a September or October start date, 1st July where the course has a January start date and 1st November where the course has a May start date. Only applicants with an unconditional offer, or who have an offer conditional on English language are able to defer. Deferral of a place to study is at the discretion of the Business School and is strictly limited to a maximum of one academic year following the year of initial application. Any offer made will not be subject to change, except where an English language qualification is subject to a validity period which has now expired, for example IELTS has a two year validity period.

Applicants who request deferral for more than one academic year will be required to reapply. Such candidates should be aware that no guarantee can be given that another offer will be made and that the conditions of any future offer may differ to those of the original.

4.11 Applicants wishing to reapply

Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt will be an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

4.12 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution.

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related course, 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.

⁴ Where applicants hold an offer via the online application portal the deferral request should be made via the portal.

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 3.5 for further information.

4.13 Criminal convictions

The University has a [policy statement on students with criminal records](#). This policy includes applicants seeking admission. It should be noted that if an applicant or offer-holder is required to disclose a criminal offence and fails to do so this will generally be considered a very serious matter and is likely to lead to their application being rejected, their offer being withdrawn or, if they have registered as a student, to their registration at the University being revoked. 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.

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.

Leeds University Business School 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.

4.14 Course start date and arrival

The course start date is indicated clearly in the offer letter alongside the period of study and applicants must ensure that they are able to attend their course from this date. The University reserves the right to refuse admission to those offer holders who arrive after this date. Should there be any possibility of a delay to arrival, offer holders should seek advice from Leeds University Business School before travelling.

5. Opportunities to visit

5.1 Leeds University Business School Open Events

Masters, MBA and EMBA open events are held regularly throughout the year, including evenings. Details can be found on the Business School website, with details of Masters events at <https://business.leeds.ac.uk/masters/meet-us-at-an-event/> and those of MBA / EMBA events at <https://business.leeds.ac.uk/the-leeds-mba/meet-us-at-an-event/>. Outside of these events, requests to visit and meet with staff should be directed to the Postgraduate Admissions Office masters@lubs.leeds.ac.uk.

Postgraduate Open Days are normally held in February, April and June. Details of Open Days can be found on our website: <https://business.leeds.ac.uk/masters/meet-us-at-an-event/>.

The Postgraduate Admissions Office is open daily from Monday – Friday, 9am to 5pm. Admissions staff are ready to answer all questions regarding qualifications, provide support with the application process, provide tours of the building and arrange meetings with course directors for applicants.

6. Scholarships and funding

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

6.1 University Scholarships

Postgraduate students at Leeds benefit from around £10m of funding from the University and externally. [Postgraduate scholarships](#) are available to eligible international, UK and EU students.

6.2 Faculty/ school level scholarships information

Scholarships are offered at School level for Masters, Full-time MBA and Executive MBA. Further details of these scholarships can be found on our website at the following web pages

Masters (MA/MSc): <https://business.leeds.ac.uk/masters/scholarships/>

Full-time MBA: <https://business.leeds.ac.uk/the-leeds-mba/fees-and-funding/>

Executive MBA: <https://business.leeds.ac.uk/executive-education/executive-mba/fees-and-funding/>

7. Contact details

Application enquiries

Postgraduate admissions enquiries to Leeds University Business School should be directed to:

Postgraduate Admissions Office
Leeds University Business School
Maurice Keyworth Building
University of Leeds
Leeds
LS2 9JT
Tel: +44 (0)113 343 4908
Email: masters@lubs.leeds.ac.uk

Last updated by Leeds University Business School Postgraduate Admissions Team, May 2019

Date of amendment	Change detail	Section