

# UNIVERSITY OF LEEDS

## Undergraduate Admissions Policy

2020

The purpose of this document is to set out for all interested parties the position of the University of Leeds on key matters relating to recruitment and admission to our undergraduate courses for all applications received by the 1<sup>st</sup> September.

This policy was last reviewed: March 2019 (see appendix C for more details)

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## **Section 1 Principles**

The University of Leeds is a research-intensive institution which creates, advances and disseminates knowledge. Our aim is to develop outstanding graduates and scholars who can make a major impact upon global society.

The University of Leeds is shaped by the values of academic excellence, community, professionalism, integrity and inclusiveness. The setting of high admissions standards plays a key role in maintaining academic excellence.

The University of Leeds is committed to providing a professional admission service and to provide clear, fair and consistently applied policies and procedures. The University aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the academic life at a research-intensive university.

The University recognises that, in order to provide fair and transparent access to all prospective students, it may need to demonstrate a flexible approach, to take into consideration contextual factors and, where appropriate, make adjustments for individual applicants - for example, disabled applicants or applicants who have faced exceptional circumstances.

Our policies and practice are driven by our belief that the life of the University is enriched by having a body of students which reflects the community at large and includes students from all parts of the UK and overseas.

## **Section 2 Context**

The University's admissions policies are consistent with the Quality Assurance Agency's Code on Admissions, Recruitment and Widening Access and comply with current equality laws affecting the admission of students.

## **Section 3 Governance**

### **3.1 Role of the Recruitment Committee**

Taught admissions policies at the University of Leeds are overseen by the Recruitment Committee. The Committee's terms of reference are to:

- To review policies and procedures for the effective recruitment and admission of students to undergraduate and taught postgraduate programmes, recognising differences in the organisation of constituent faculties;
- To ensure and promote equality, diversity and inclusion in the practices, policies and procedures of the University and its constituent faculties in relation to outreach, recruitment and admissions, taking into account relevant quality assurance requirements and statutory requirements such as those around widening participation (e.g. the Access and Participation Plan);
- To receive reports from central services, faculty recruitment groups and working groups in relation to matters of outreach, recruitment and

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admissions, providing comment and making recommendations as required;

- To initiate cross-faculty or University-wide actions that will improve the delivery of objectives around outreach, recruitment and admissions, making use of collective intelligence and best practice;
- To assist the Recruitment Management Group in the regular management of practices, policies and procedures, ensuring alignment with strategic objectives of the University;
- To keep the Taught Student Education Board apprised of all matters relating to recruitment and admissions, including identified issues that relate to and/or impact the achievement of strategic objectives.

### **3.2 Role of the Student Education Service**

Admissions decisions at the University of Leeds are ultimately made by Academic schools and/or faculties. The Student Education Service (SES), provided by professional services staff, is responsible for managing the admissions procedures in line with the University's admissions policies, providing support, training and advice to its staff, enquirers and applicants.

Admissions tutors work collaboratively with admissions colleagues in the SES and with marketing colleagues in delivering the academic elements of the recruitment strategy and faculty/school's offer making strategy in accordance with the SES Student Recruitment roles and responsibilities framework.

### **3.3 Guidance for admissions staff**

All members of academic and professional services staff with responsibility for the admissions process are given appropriate guidance in order to fulfil their roles competently and in line with this policy. Structured guidance is given in light of any national or institutional changes to admissions policy or procedures and ongoing counsel is provided to all admissions staff.

### **3.4 Transparency**

The University is committed to providing accurate and clear communication of information that will support students to make an informed decision about their course. The University requires academic schools to publish guideline entry requirements for all undergraduate courses in all relevant communications, for example University of Leeds Undergraduate Prospectus and a range of UCAS publications. All offer letters must also include full details of any conditions an applicant must meet in order to be confirmed onto a course. Additionally the University requires academic schools to publish local level admissions policies, which support this main University policy and provide applicants with more detailed information about course-specific selection criteria and processes.

Information on the entry qualifications of applicants accepted in previous years and other statistical data may be found on the [Unistats](#) website.

### **3.5 Consistency**

In order to ensure consistency and fairness, the general principles and procedures set out in this policy are followed by all academic schools. The University acknowledges that admissions processes will vary to some extent across subject areas depending on the nature of the course. Any variations in process, including but not limited to those for Higher and Degree Apprenticeships, will be detailed in faculty/school admissions policies.

### **3.6 Monitoring**

This policy is reviewed annually by the Recruitment Committee and, where appropriate, policies and procedures for the admission of students to undergraduate courses may be revised in line with changes to the internal and external admissions environment.

The admissions policy and practice of academic schools is reviewed annually by Faculty Committees who will make recommendations to the University of Leeds Recruitment Committee for approval.

## **Section 4 Admissions requirements and applicant support**

### **4.1 Selection principles**

The University of Leeds operates a fair and equitable selection process ensuring due consideration is given to all applicants who apply by the relevant closing date. 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 programme. All selection decisions are made on the basis of merit which may include academic and non-academic criteria for admission to the relevant programme of study. Contextual factors, such as educational or socio-economic background, may be considered in this process. Achievement or predicted achievement of the required qualifications does not necessarily guarantee an offer of a place.

The selection criteria must treat all students fairly and not discriminate unlawfully because of their age; disability; sex; gender reassignment; pregnancy or maternity status; race; religion or belief; or sexual orientation. The University 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 admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's [Equality Policy Unit](#).

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.

## **4.2 General entrance and matriculation requirements**

All applicants are required to meet certain minimum academic and non-academic standards in order to meet our matriculation requirements, the standards by which an applicant is eligible to register for a course.

Applications are assessed by admissions staff on the basis of information provided on the application form. All applicants are assessed as individuals and are given fair and equal opportunity to demonstrate relevant skills and provide supporting information where required. In some cases the selection process may include other steps for example interviews, auditions or the submission of supplementary work in addition to the information provided on the application form. Some courses may implement a gathered field for the purposes of assessing applications. The criteria for assessment may vary across different courses and full details will be provided in the relevant faculty/school admissions policy which can be found on [Coursefinder](#). Academic and non-academic entrance requirements are reviewed annually in line with the University's aim to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education on their chosen course. Academic schools, their Admissions Tutors and administrators should consider exercising flexibility where appropriate in response to contextual factors or individual applicants requesting adjustments to assessment methods.

Any unsupported or inaccurate claims within an application may invalidate the application and may lead to the application being withdrawn.

In order to comply with the requirements of relevant professional bodies, applicants to certain vocational or professional courses may be required to pass checks by the Disclosure and Barring Service (DBS), or to demonstrate medical fitness to train prior to being admitted. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

## **4.3 Qualifications**

### **4.3.1 Typical requirements (degree-level study)**

The University of Leeds considers applicants with a wide range of UK and international qualifications for admission to our undergraduate courses. For all courses applicants must have a minimum acceptable level of literacy (typically grade A\* to C or 9 to 4 in GCSE English or its equivalent) and numeracy (which varies from course to course) and at least three subjects at grade A\*-C in GCE A-Level examinations or their equivalent.

Applicants must also satisfy the particular requirements of the course to which they are applying, which may include specific grades in named subjects in GCE A Level, or GCSE examinations or equivalent, or in other named examinations, and will be higher than the University minimum. Please check [Coursefinder](#) for full requirements relevant to the course.

For applicants taking science A-levels in England a pass in the practical assessment will usually be required regardless of the future course of study. If an applicant is unable to undertake the science practical due to exceptional circumstances please contact the relevant school's admissions team for further advice prior to application.

Applicants are advised to check our [Coursefinder](#) page for full entry requirements and/or contact the relevant admissions team prior to making an application.

#### **4.3.2 Acceptable qualifications**

Each application will be considered individually while seeking to admit students with the potential to succeed on their chosen degree course. This may be demonstrated in a number of ways through different qualifications and combinations; however applicants are expected to have demonstrated the ability to study at a progressive and concentrated level.

The University welcomes applicants with other relevant level 3 qualifications including, but not limited to, Scottish Highers, International Baccalaureate, Access to Higher Education Diploma, BTEC, Advanced Diploma and the Cambridge Pre-U. Admissions staff will formulate offers based on the profile presented and holistic consideration of the individual. Please see the relevant [Coursefinder](#) page for the acceptable qualifications for each course and our [accepted qualifications webpage](#) for further details.

Please see appendix A for the most common UK qualifications.

We recognise the value, effort and enthusiasm applicants make in the Extended Project (EPQ) and the Welsh Baccalaureate Individual Project (WBIP). Individual academic schools will decide whether they will be using the EPQ/WBIP in their offer making and we encourage the applicant to provide further information on the project in the personal statement and if invited, at interview.

In some cases admissions tutors may wish to make an alternative offer to applicants, one of which involves successful completion of the EPQ/WBIP (e.g. AAA at A-level or AAB plus A in the Extended Project/Welsh Baccalaureate Individual Project)<sup>1</sup>. Please contact the relevant admissions team for further information.

Unless otherwise stated in the course entry requirements, the University excludes General Studies and Critical Thinking from our offers but these are welcomed as a 4<sup>th</sup> subject and when presented with good grades, may be considered where applicants narrowly miss their offers in August.

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

Functional Skills English may be accepted in lieu of GCSE English grade C/4 by some academic schools though it is recommended applicants check this with the school before applying. Applicants may be asked to submit a piece of written work which they have completed as part of this qualification.

If an applicant has achieved GCSE Maths grade C/4, but the future course of study requires a GCSE Maths grade B/5-6 or A/7, Core Maths may be

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<sup>1</sup> Some courses/schools/faculties may require the EPQ to be in a relevant subject. A relevant EPQ will be one that is based on the subject the applicant wishes to study. Please see the school/faculty admissions policy for more information.



accepted and included in an offer. Core Maths will not be accepted in lieu of A-level Maths.

Functional Skills Maths is not accepted in lieu of GCSE Maths.

#### **4.3.3 English language requirements (degree level study)**

Teaching, assessment and student support will take place in English, unless otherwise stated. Schools must be confident that the candidate has the proficiency in the English language necessary to succeed on the programme of study and that they meet the UKVI (UK Visas and Immigration) minimum requirements to obtain a Tier 4 visa.

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 acceptable language qualifications and the minimum pass level required are detailed in appendix B, section 2. A list of applicants who are not required to undertake further English language tests can be found in appendix B, section 1. Some schools, faculties or courses specify higher requirements than the University minimum for English language please check [Coursefinder](#) for the entry requirements.

Even students with high language scores can find they need additional language support before and during their degree studies at the University of Leeds. The Language Centre offers a range of classes throughout the year, including pre-session intensive English courses for academic purposes from July to September. Details of courses and contact details can be found on the [Language Centre website](#).

Where an applicant has already satisfied the English language requirements but subsequently provides further evidence that falls below the University's or the UKVI's entry requirements, the offer must be revised as follows:

- An unconditional offer, made on the understanding that English language proficiency was met, will be changed to conditional upon evidence that the currently achieved level is lower than the UKVI minimum of CEFR (Common European Framework of Reference for Languages) Level B2. For example, an IELTS (International English Language Testing System) test with an overall score of 6.5 taken in 2019 would be overridden by an IELTS test with an overall score of 5.0 taken in 2020, making the offer conditional on English.
- Where an applicant would be exempt from providing additional English language evidence from an older qualification (appendix B section 1) but provides a more recent qualification that shows a level which is below CEFR B2, any offer made will be conditional on meeting the English language requirements for the course. For example, an Indian XII or a Bachelor degree from Nigeria taken in 2011 would be overridden by an IELTS test with an overall score of 5.0 taken in 2017.
- Where more recent evidence is provided which does not meet the English entry requirements for the course, but exceeds the UKVI minimum of



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CEFR Level B2, it is at the discretion of the academic school whether an English language condition should be included in an offer.

#### **4.4 Applicants who have non-UK qualifications**

Admissions staff have experience in considering a wide range of international qualifications in relation to the University's entry requirements. Information for international applicants can be found on the University of [Leeds International Students webpages](#) and our [international admissions qualifications webpage](#).

Prospective applicants who wish to discuss whether their qualifications will meet the University's entry criteria should contact the Admissions Enquiries Office at [study@leeds.ac.uk](mailto:study@leeds.ac.uk). The University works with a network of representatives across the globe who can give informed advice on all matters relating to life in Leeds and applicants and enquirers may be referred to one of the University's regional offices.

#### **4.5 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 we may need to ask the permission of the applicant to check their UK immigration history directly with the UKVI.

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.

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. This includes integrated Masters courses which incorporate undergraduate and postgraduate study. 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.

#### **4.6 Widening Participation**

The University 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.

#### **4.6.1 Access to Leeds and Realising Opportunities Schemes**

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 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.

The University offers a range of financial support to academically able students from less affluent backgrounds to ensure they are not deterred from progressing to higher education because of financial reasons. We offer comprehensive financial support to help with the costs of studying. Support from the University does not have to be repaid. Further details can be found on our [Funding webpage](#).

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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.

**4.6.2 Extended degrees with UK foundation years**

The section that follows covers all of the University’s Extended Degrees with Foundation years except the BSc Studies in Science. This is a conversion course for students who have not taken the pre-requisite subjects at A-level (or equivalent) for admission to a science degree. Applicants for this course are expected to achieve the level of grades required by their chosen subject degree at A-level (or equivalent). Eligible candidates may also receive an alternative offer through Access to Leeds.

As part of its commitment to widening participation, the University also offers a range of extended degree programmes (both full and part-time) which are designed for those who do not have the formal qualifications for immediate entry on to a degree course, but who have the potential to succeed. Additional entry criteria apply to these programmes. The programmes enable students to prepare for degree study and gain the necessary academic background. Students who successfully complete the foundation stage progress to year 1 of an appropriate degree course, except for the Business Studies with Foundation Year which progresses onto year 2. Excellent financial support is available. For more information, contact the Lifelong Learning Centre, [lifelonglearning@leeds.ac.uk](mailto:lifelonglearning@leeds.ac.uk).

Applicants to our full-time programmes must live permanently in the UK and meet at least one of the following:

- Permanent address is in a neighbourhood with low progression to higher education
- Attends, or has attended, a school which achieved less than the national average Attainment 8 score at GCSE
- Grew up in public care.

Applicants for extended degrees who have left compulsory education within the last three years, or taken three A-levels (or equivalent) in the last three years, must, at entry:

- Meet the minimum entry requirements of the University for GCSE and/or numeracy
- Have achieved the minimum entry requirements for the programme at A-level (or equivalent).

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Candidates who have not taken three A-levels (or equivalent) within the last three years and/or who do not meet the minimum GCSE requirements may be asked to demonstrate evidence of their capabilities through the University's own entry processes. These may include a combination of interviews, group work, presentations, portfolios or other written work as relevant for the programme to which they are applying. It may also include tests in English and/or maths/numeracy set by the Lifelong Learning Centre which are designed to indicate whether a candidate has the capacity to achieve the entry requirements in these subjects for their chosen programme by the time they enter level 1 of the degree.

Applicants for full-time extended degrees should apply through [UCAS](#) online (see section 5.2). Those applying for our part-time foundation year ([BA Interdisciplinary Studies](#)) do so via direct entry (see section 5.1).

#### **4.7 Fees and financial support**

All students are expected to have made arrangements to meet the tuition fee payment requirements before accepting their offer. For information about tuition fee payment options please visit our [tuition fees payment schedule webpage](#).

Eligible full-time and part-time UK students are able to apply for a loan from the government to cover the full amount of tuition fees. The Tuition Fee Loan is paid directly to the University by the Student Loans Company. As well as this eligible full-time and part-time UK students can apply for a maintenance loan to help towards living costs. The Maintenance Loan is paid directly to students at the start of each term. Both types of loan are repayable. Information on how to apply and the eligibility criteria is outlined on the [Government website](#).

Please see the University webpage for the most up to date [information for EU students](#).

The University of Leeds is committed to encouraging students from all backgrounds, and we therefore have a comprehensive package of financial support which may also be available. We expect that one-in-three students will be eligible for financial help from the University.

Further information is available for [Financial Support](#). 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](#). There may also be scholarships or bursaries available through the academic school, details of which can be found in the individual faculty/school policy.

#### **4.8 Resits**

The eligibility of students who are undertaking a further attempt at an entry qualification is an academic decision taken by the relevant academic school. Applicants in this situation are advised to check the relevant faculty/school admissions policy.

#### **4.9 Advanced entry and accreditation of prior learning**

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 school at the point of admission onto a programme of study. Retrospective applications from students part-way through a course will not normally be considered. Applicants are advised to check the relevant faculty/school admissions policy which can be found on [Coursefinder](#) for further information. Further details of the University's policy can be found [on our webpage](#).

Advanced entry and accreditation of prior learning may impact on the funding students can receive. For more information contact Funding, [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk).

#### **4.10 Age and Safeguarding**

The University recognises that someone's age (if under 18) or safeguarding position may need to be taken into account. For certain courses there may be restrictions in place for module choice or admission for those under 18; please see the school policies for further information as well as our [Safeguarding Policy](#) and our [Information for Applicants](#).

Parental/Guardian consent forms must be submitted before a place can be confirmed.

[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.

#### **4.11 Disabled applicants**

The University welcomes applications from disabled people<sup>2</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 academic eligibility for the chosen programme of study. 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.

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<sup>2</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.

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 through UCAS, 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 candidate feels that their disability has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.15 below.

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

#### **4.12 Applicants with other health-related issues**

This section deals with other health-related issues or additional support needs<sup>3</sup>, 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. Offers made to some courses in the schools of Dentistry and Medicine are conditional upon a satisfactory occupational health assessment to be undertaken before the commencement of studies. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

If any candidate feels that their prior ill health has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.15 below.

#### **4.13 Support for applicants who are pregnant**

In line with the University [policy on support for students who are pregnant or have young children](#), 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 programme of study.

#### **4.14 Guidance for trans applicants**

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a programme of study but require their status to be changed should contact [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, however these will be undertaken

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<sup>3</sup> Which are not classed as a disability.



confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

#### **4.15 Applicants who have faced exceptional circumstances**

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

Where those circumstances are affecting, or have affected, current studies the correct course of action should be to notify the relevant exam board of those circumstances. Whilst an 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 results and these final results will be used when making a decision.

#### **4.16 Applicants seeking deferred entry**

The University of Leeds welcomes applications from students who wish to spend time gaining experience of work, voluntary service or travel after leaving school or college. The intention to defer should be stated on the UCAS application unless the individual intends to apply for entry during the gap year. Applicants who take a gap year should be aware that they may be required to attend an interview and all applicants seeking deferred entry are advised to check the relevant faculty/school admissions policy for further information.

Applicants who wish to defer following the submission of their application may be required to do so prior to the confirmation of a place. Please check the relevant faculty/school policy for details. For offer holders whose first language is not English, 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 academic school.

#### **4.17 Applicants wishing to reapply**

Applicants who wish to reapply should refer to the relevant faculty/school admissions policy 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.

#### **4.18 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 section 4.9) in accordance with the University's current policy.



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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 will be rejected where they are received from candidates who have been permanently excluded (expelled) from the University for disciplinary reasons and from those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline. Former students should contact the relevant 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 4.5 for further information.

#### **4.19 Fraudulent statements, plagiarism and omissions**

The University of Leeds follows the UCAS procedures on fraudulent statements and omissions. Applicants should not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application process including after an offer is made. Should this occur the University reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.

The UCAS Similarity Detection Service processes all personal statements received in support of an application in order to identify statements that show similarity. Both the applicant and the University will receive notification from UCAS of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of the University of Leeds, applicants who are identified by the UCAS Similarity Detection Service may be given the opportunity to submit a new personal statement in support of their application.

The University and UCAS will be in communication throughout an open investigation and will advise the other of whether the applicant can successfully continue with their application or not.

#### **4.20 Criminal convictions**

The University may ask applicants to declare a relevant unspent criminal conviction as part of the process of accepting an offer which is made. The University does not<sup>4</sup> require this at application stage or unless and until an offer is made which the applicant wishes to accept. Information about why this information is requested, and the process for disclosing a relevant unspent criminal conviction is at

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<sup>4</sup> Where indicated in the prospectus or on the University's website, for specific programmes it is necessary to declare a criminal conviction at the application stage. This is in order to perform certain checks with the Disclosure and Barring Service and to undertake fitness to practice assessments as required by Professional, Statutory or Regulatory Bodies. The University will send further instructions as part of the admissions process where this is the case.

[www.leeds.ac.uk/declaration](http://www.leeds.ac.uk/declaration) and in the University's [policy statement on students with criminal records](#).

## **Section 5 Admissions processes for full-time study**

### **5.1 Direct applications**

Applicants to the International Foundation Year must choose which undergraduate degree courses they wish to join prior to submitting an application directly to the University. Please see the [International Foundation Year webpages](#) for further information and to [apply online](#).

### **5.2 UCAS process**

Applications for admission to full time undergraduate degree courses must be made through [UCAS](#) online. Overseas and European students should also [apply online](#) through UCAS in the same way as students residing within the United Kingdom.

### **5.3 Application deadlines**

All applications for undergraduate degree courses starting in September should be received by UCAS by the deadlines of:

- 15 October of the previous year for Medicine and Dentistry and
- 15 January of the same year for all other courses

Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places. If places are still available some academic schools may consider applications after 15<sup>th</sup> January. Applicants are advised to check the relevant faculty/school admissions policy and seek the School's advice before making a late application.

### **5.4 Communication with applicants**

Formal responsibility for acknowledgement of applications and communication of the outcome rests with UCAS. The University of Leeds will automatically send an acknowledgment when an application is submitted via UCAS. Some schools may also acknowledge receipt of individual applications and communicate directly with the applicant during the application process.

### **5.5 Offers**

#### **5.5.1 Conditional offer**

A conditional offer means that the University of Leeds will offer an applicant a place providing certain conditions are met. Usually conditions are based on the completion of outstanding qualifications or meeting minimum English language requirements. Conditional Offers may state the grades that must be achieved and/or specific grades in named subjects.

Other conditions may include criminal record and health checks. If these conditions are not met prior to registration, proof that these checks will be fulfilled during semester 1 can be used to confirm a place. This can be an appointment card or evidence of when forms were submitted. If these checks are failed during semester 1, registration could be withdrawn or the course of study may be changed.

Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

#### **5.5.2 Unconditional offer**

An unconditional offer means that an applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme of study at the University of Leeds. Non-academic requirements, such as DBS or health checks may not be completed prior to registration, however proof that these will be met can be used with academic discretion to make an unconditional offer.

#### **5.5.3 Unsuccessful application**

Applicants will receive an unsuccessful response if the University has decided not to offer them a place on the course. Applicants can be unsuccessful for many reasons and should be aware that many of the courses at the University of Leeds receive far more applications than the number of places available. Applicants who are unsuccessful in gaining a place on their chosen course and wish to find out the reason for this should refer to section 5.5.5.

#### **5.5.4 Withdrawn application**

An application may be withdrawn either by the applicant, or by the University. In most cases if the University withdraws an application the reason will be displayed on UCAS Track. The University reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. In cases where candidates are required to attend an interview as part of the application process, applications may be withdrawn if a candidate fails to attend without making contact with the University, or if an applicant is unable to attend and an alternative date cannot reasonably be found. An offer may also be withdrawn at any point if it is found that an applicant has provided false information on the application.

**The above does not prejudice the University's right to rely upon published disclaimers relating to delivery of programmes and services.**

#### **5.5.5 Feedback**

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing, or where agreed, via email to the relevant Admissions Tutor/Officer (see relevant faculty/school policy for details) and signed by the applicant or from the email address listed on their UCAS form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

The School of Medicine and Dentistry provides feedback to all applicants and does not respond to direct requests. Please see the relevant faculty/school policy for further information.

**The above does not prejudice the University's right to rely upon published disclaimers relating to delivery of programmes and services.**

## **5.6 Interviews**

Interviewing of applicants varies across the university; some courses interview all of their potential applicants and other courses may interview an applicant if it will help inform whether an offer should be made or not.

For some courses an interview or audition forms part of the selection process to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the course. Applicants who are invited for interview may obtain further information about the interview process from the relevant Admissions Tutor/Officer and the faculty/school admissions policy.

Interviews are also designed to ensure that an applicant understands the nature and demands of their chosen degree course and provide an opportunity to visit the school, view facilities and meet members of academic and professional services staff, and current students.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) will require adjustments at interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. Academic schools are 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)).

## **5.7 Applicant visit days**

Many academic schools hold applicant visit days. These provide applicants with the opportunity to visit the school, view facilities, meet members of the admissions staff and current students, and provide a more in-depth view than the general open days.

## **5.8 UCAS Extra**

UCAS Extra runs from February until early July and gives applicants who are holding no offers a further opportunity to make an additional application or applications. The University of Leeds will declare to UCAS the courses for which they will accept UCAS Extra applications and these will be posted on the [UCAS Extra website](#).

## **5.9 Clearing and Adjustment**

### **5.9.1 Clearing**

The UCAS clearing scheme offers a final opportunity to applicants who have not secured a place by early August. The UCAS website contains further information on eligibility to enter the clearing process.

### **5.9.2 Adjustment**

Each year some applicants pass exams with better results than expected. The Adjustment process is for applicants who meet and exceed the conditions of their firm choice. It provides an opportunity for them to reconsider where and what to study. The UCAS website contains further information on the Adjustment period.

### **5.9.3 Vacancies**

In the summer, the University of Leeds will publish any vacant undergraduate places on the [University website](#) and may offer them to any suitable applicants.

## **5.10 Confirmation**

Confirmation is the period each year when the University receives qualification results for any applicants who have accepted conditional offers. On the basis of these results, applicants who achieve the grades required by their conditional offer have their place confirmed. Applications from those students who have not quite met the required grades may be reviewed and their places may be confirmed if there are places still available on their chosen course. Applicants whose results will not be sent to the University via UCAS are encouraged to send evidence of their results to the relevant school admissions office as soon as possible.

### **5.10.1 Re-marks**

Some courses may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, though applicants may be offered a deferred place or asked to reapply. Please see the relevant faculty/school policy for full details.

### **5.10.2 Deferred applicants**

Where a deferred applicant does not meet the conditions of their offer they may not have their place confirmed. Please see the relevant faculty/school policy for details.

## **5.11 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 appropriate school admissions office before travelling.

## **5.12 Complaints**

The University will consider all applications fairly and effectively in line with the procedures outlined in this document.

Applicants who wish to challenge a decision to reject their application should write to, or where agreed email, the Admissions Manager for the academic school to which they applied, detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision.

On receipt of a complaint, the Admissions Manager (or nominee not involved in the admissions process) will review the decision to reject the applicant. Following this review the Admissions Manager or nominee will write to the applicant giving grounds for their decision, normally within 14 days.

Applicants who have complained to the Admissions Manager and remain dissatisfied may submit their complaint to the University's Complaints Officer within 14 days of

the Admissions Manager's response. This Officer (or his/her nominee) will not review academic or professional judgements that have been made but will review matters relating to process. The Officer or nominee will aim to provide a response – a reasoned judgement – within 14 days of receiving a complaint. This judgement will represent the University's final decision on the matter.

The Officer will report the outcomes of any reviews they conduct to the Recruitment Committee.

## **Section 6 Part-Time and Mature Entry**

### **6.1 Admissions principles and rationale**

The University welcomes applications from students from all backgrounds. The same principles and values that inform all other University of Leeds undergraduate admissions also inform part-time and mature admissions. However, this policy recognises that there are specific and necessary differences in applying to university as a mature or part-time student. One key difference is that application to university as a part-time student is not through UCAS. Consequently, this section of the University Admissions Policy identifies key areas of non-standard entry where alternative processes and procedures are required. Otherwise the standard policy applies.

In order to help widen adult participation and to ensure fair and equal access for mature entrants wishing to study either full-time or part-time, the University provides specific services such as outreach and pre-entry and post-entry support as outlined below.

### **6.2 Mature applicants (full-time study)**

Mature students, those who will be over 21 at the point of entry, who wish to study on a full-time basis should normally apply using standard UCAS procedures (see section 5 above). For some academic schools, there is also an option of direct entry in exceptional circumstances.

Mature applicants applying for full-time courses are assessed on the basis of their UCAS form, as detailed in section 4. An interview may also be offered as part of the entry process and this would be arranged through the relevant academic school (see section 5.9). Where there are difficulties in meeting matriculation arrangements, applicants may be eligible to take the University matriculation tests or an alternative entry scheme, for details see section 6.11.

### **6.3 Direct application for part-time study**

Applicants for part-time courses should apply directly to the University rather than through UCAS. For most part-time undergraduate courses applicants are required to complete an application form available from the Lifelong Learning Centre; exceptions to this are listed below. Applicants are asked to provide proof of the qualifications required for the course. Alternative methods of matriculating, or meeting the entrance qualifications, are available as detailed in section 6.11. Applicants will typically be invited for a short interview; they will be informed of the outcome of this and of any further conditions for entry such as matriculation requirements or employment relevant to the course.

The full list of part-time courses is available on [Coursefinder](#).

Contact details for part-time admissions are in section 8.1.

#### **6.4 Role of admissions staff for part-time entry**

Management of the admissions process for part-time students rests with the Lifelong Learning Centre. All academic decisions are made by Admissions Tutors/academic staff. The roles of Admissions Tutors and administrators are as outlined in section 3.2. In addition, most academic schools offer interviews to applicants wishing to study part-time, provided they are likely to meet matriculation and/or alternative entry requirements or if they are on an approved university progression route.

#### **6.5 Entry requirements for part-time courses**

Applicants who are uncertain about the qualifications acceptable for part-time undergraduate courses should contact the Lifelong Learning Centre. The Lifelong Learning Centre offers an Alternative Entry Scheme for selected courses for those applicants who do not have relevant formal qualifications but who can draw on equivalent work and life experience (see section 6.11 below).

#### **6.6 Pre-entry guidance for part-time and mature students**

Impartial and confidential advice and guidance for local adults who are considering returning to education is available from the Lifelong Learning Centre's pre-entry guidance service. This service is available for those looking to study full-time or part-time. For more information applicants should contact the Lifelong Learning Centre using the contact details provided in section 8.1.

#### **6.7 Deadlines for part-time entry**

Applications for part-time undergraduate study do not follow the same UCAS deadlines and can be accepted later in the year and, in some cases, even as late as the summer. Applicants are strongly advised to check with the Lifelong Learning Centre or relevant academic school for admission deadlines for their course.

#### **6.8 Communication with part-time applicants**

The Lifelong Learning Centre or relevant academic school will communicate directly with applicants to part-time undergraduate courses.

#### **6.9 Part-time applicants with individual needs**

Prior to application, candidates wishing to study part-time and who have individual needs are encouraged to discuss this with admissions staff in the relevant school/faculty or Lifelong Learning Centre in the first instance. This will not prejudice their application. Applicants with a disability or health-related issue (see sections 4.11 and 4.12 above) are strongly encouraged to notify this to the University as soon as possible through the direct entry application form.

Applicants to part-time courses run through the Lifelong Learning Centre who indicate a disability or health related issues will be sent additional information about the support available to them once they are made a conditional or unconditional offer.



### **6.10 Financial support for part-time students**

The University offers equivalent financial support to part-time students as for full-time students on a pro-rata basis. Information about the levels and kinds of support available can be found on the University [Funding](#) webpage.

Arrangements for assessing eligibility for financial support are different for part-time students. Please see the [eligibility webpage](#) for further information.

### **6.11 Alternative Entry Scheme for mature applicants**

The University's Alternative Entry Scheme, run by the Lifelong Learning Centre in conjunction with teaching schools, allows applicants who do not have the relevant formal qualifications to draw on their life and work experience to demonstrate their potential for success

To be eligible for the Scheme, an applicant must:

- Be applying for a course that specifies that prospective students may use the Alternative Entry Scheme

And

- Have been out of compulsory education at school or college for three or more years.

The Scheme does not apply to candidates who have returned to education and taken three A-levels (or equivalent) within the last three years. In such cases, the application is judged against the standard A-level entry requirements of the course (including the possibility of an alternative offer if the candidate meets eligibility criteria for Access to Leeds). The Scheme may, however, be used for those who have taken fewer than three A-levels in the last three years and can also apply to those who meet A-level requirements but who lack the minimum GCSE qualifications in English and or maths.

The Alternative Entry Scheme involves satisfactory completion of assignments that are designed to enable candidates to demonstrate their skills and understanding in relation to their chosen discipline. Some assignments may be done at home within a given time-frame whilst others can involve attendance here at the University. They may take the form of essays or other written tasks or involve assessment of specific knowledge or skills in, for example, mathematics. The scheme also includes University entrance tests in English and maths for those who do not have the required GCSE qualifications. There is an administration fee for each of these tests.

Candidates who are eligible for the Alternative Entry Scheme are typically referred to the Lifelong Learning Centre by the admissions staff of the course to which they are applying. The Lifelong Learning Centre provides a full briefing to candidates indicating the assessments that they will be required to undertake, the timescales involved and giving examples of past papers or assignments. Candidates have a named contact within the Lifelong Learning Centre with whom they can follow-up any queries that they have about the Scheme.

### **6.12 Outreach to adults in the community**

The University is active with regional partners in promoting adult education to support progression through to Higher Education. We run study days and provide information

and guidance sessions on and off-campus for adults in communities that are under-represented in higher education. These events help adults prepare to study at GCSE level, raise aspirations and improve understanding of higher education. Each year, these activities involve around 1500 participants. Our guidance sessions help adults to identify the right courses and universities for their personal and career ambitions, as well as outlining the preparation they would need for entry to higher education. Guidance and short courses are also provided in the work-place. For more information, applicants should contact the Lifelong Learning Centre using the contact details provided in section 6.14.

### **6.13 Support services to assist transition into university of part-time and mature students**

A range of specialist services is provided by the University through its Lifelong Learning Centre to assist those who wish to study on a part-time basis and/or who identify as mature applicants. These include arrangements to support those without formal qualifications or who have been out of formal education for some time. To help widen access for such students, the University provides through the Lifelong Learning Centre such arrangements as:

- Pre-entry information, guidance and support services relevant to applicants who identify as a mature student or who wish to study part-time.
- Preparatory and foundation level courses to assist those without the necessary formal qualifications to progress onto a part-time or full-time undergraduate course at Leeds.
- Short summer courses and workshops to refresh academic skills, provide educational opportunity and encourage adults to consider returning to formal study.
- Support with application, admissions and registration processes, including advocacy and support for issues particular to non-standard entrants.
- Alternative Entry Scheme.

Post-entry, the Lifelong Learning Centre continues this process of transition and support, providing a welcoming 'home' for part-time and mature students during their time at university. Social events, a peer support scheme, and other services are provided in addition to the full range of support offered through faculties, University services and the students' union.

## **Section 7 Applicants' personal data**

The personal data of applicants is processed for the purposes of considering their admission in accordance with the University's [Code of Practice on Data Protection](#). If applicants have any concerns with regard to the processing of their personal data or they wish to make a request regarding their individual rights in line with data protection legislation they should contact Alice Temple, the University's Data Protection Officer, at [a.c.temple@leeds.ac.uk](mailto:a.c.temple@leeds.ac.uk).

## **Section 8 Contact details and web links**

### **8.1 Enquiries team contact details**

Applicants should contact the Admissions Enquiries Team for information relating to courses and admission to the University of Leeds, details below:

**Admissions Enquiries**

Telephone: +44 (0) 113 343 2336

Email: [study@leeds.ac.uk](mailto:study@leeds.ac.uk)

Website: [www.leeds.ac.uk/undergraduate](http://www.leeds.ac.uk/undergraduate).

**8.2 Key contact details**

**Access to Leeds**

Telephone: +44 (0) 113 343 8952

Email: [accesstoleeds@leeds.ac.uk](mailto:accesstoleeds@leeds.ac.uk)

Website: [www.leeds.ac.uk/accesstoleeds](http://www.leeds.ac.uk/accesstoleeds)

**Data Protection**

Email: [a.c.temple@leeds.ac.uk](mailto:a.c.temple@leeds.ac.uk)

Website: [www.leeds.ac.uk/secretariat/data\\_protection.html](http://www.leeds.ac.uk/secretariat/data_protection.html)

**Disability Services**

Telephone: +44 (0) 113 343 3927

Email: [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)

**Equality Policy Unit**

Email: [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)

Website: [equality.leeds.ac.uk/](http://equality.leeds.ac.uk/)

**International Foundation Year**

Telephone: +44 (0) 113 343 3209

Email: [IFYAdmissions@leeds.ac.uk](mailto:IFYAdmissions@leeds.ac.uk)

Website: [www.leeds.ac.uk/ify](http://www.leeds.ac.uk/ify)

**The Lifelong Learning Centre**

Marjorie and Arnold Ziff Building

University of Leeds

Leeds

LS2 9JT

Telephone: +44 (0) 113 343 3212

Email: [lifelonglearning@leeds.ac.uk](mailto:lifelonglearning@leeds.ac.uk)

Website: [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

**8.3 Web links**

**Accepted qualifications:**

[www.leeds.ac.uk/info/128005/applying/31/accepted\\_qualifications](http://www.leeds.ac.uk/info/128005/applying/31/accepted_qualifications)

**Access to Leeds and Realising Opportunities:**

[www.leeds.ac.uk/accesstoleeds](http://www.leeds.ac.uk/accesstoleeds)

**Advanced Entry (Accreditation of Prior Learning):**

[www.ses.leeds.ac.uk/info/22149/a-z\\_of\\_policies\\_and\\_key\\_documents/623/accreditation\\_of\\_prior\\_learning](http://www.ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/623/accreditation_of_prior_learning)

**Age and Safeguarding:**

[www.leeds.ac.uk/secretariat/documents/safeguarding\\_policy.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf)

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[www.leeds.ac.uk/downloads/download/387/under\\_18\\_applicants](http://www.leeds.ac.uk/downloads/download/387/under_18_applicants)

**Clearing vacancies:**

[www.leeds.ac.uk/clearing](http://www.leeds.ac.uk/clearing)

**Coursefinder:**

[www.courses.leeds.ac.uk](http://www.courses.leeds.ac.uk)

**Criminal conviction declaration:**

[www.leeds.ac.uk/declaration](http://www.leeds.ac.uk/declaration)

**Data protection policy:**

<https://dataprotection.leeds.ac.uk/data-protection-cop/>

**English language requirements:**

[www.leeds.ac.uk/info/123100/admissions/143/entry\\_requirements](http://www.leeds.ac.uk/info/123100/admissions/143/entry_requirements)

**Equality and Inclusion:**

[www.equality.leeds.ac.uk/equality-inclusion-framework/policies/](http://www.equality.leeds.ac.uk/equality-inclusion-framework/policies/)

**Fees and finance:**

[www.leeds.ac.uk/undergraduatefunding](http://www.leeds.ac.uk/undergraduatefunding)

[www.leeds.ac.uk/undergraduatefees](http://www.leeds.ac.uk/undergraduatefees)

[www.leeds.ac.uk/yourfinances](http://www.leeds.ac.uk/yourfinances)

[www.leeds.ac.uk/leedsfinancialsupport](http://www.leeds.ac.uk/leedsfinancialsupport)

**International foundation year:**

[www.leeds.ac.uk/ify](http://www.leeds.ac.uk/ify)

**International admissions qualifications page:**

[www.leeds.ac.uk/site/custom\\_scripts/admissions\\_qualifications.php](http://www.leeds.ac.uk/site/custom_scripts/admissions_qualifications.php)

**International students:**

[www.leeds.ac.uk/internationalstudents](http://www.leeds.ac.uk/internationalstudents)

**Language Centre:**

[www.leeds.ac.uk/languages](http://www.leeds.ac.uk/languages)

**Leeds University Union:**

[www.luu.org.uk](http://www.luu.org.uk)

**Lifelong Learning Centre:**

[www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

**Trans Guidance (Equality Policy Unit):**

[www.equality.leeds.ac.uk/equality.leeds.ac.uk/equality-inclusion-framework/policies](http://www.equality.leeds.ac.uk/equality.leeds.ac.uk/equality-inclusion-framework/policies)

**UCAS:**

[www.ucas.com](http://www.ucas.com)

**UCAS application:**

[www.ucas.com/apply](http://www.ucas.com/apply)

**UCAS Extra:**

[www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/adding-extra-choices](http://www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/adding-extra-choices)

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**Undergraduate pages:**

[www.leeds.ac.uk/undergraduate](http://www.leeds.ac.uk/undergraduate)

**Unistats:**

[www.unistats.com](http://www.unistats.com)

## APPENDIX A – Range of entry requirements

The below table is an indicative range of the equivalencies used by the University however the requirements for individual faculties/schools may differ. For the latest entry requirements please check our [Coursefinder](#) webpage.

Access to HE Diploma	A Levels	BTEC	Cambridge Pre-U	EPQ/WBIP	International Baccalaureate Diploma	Irish Highers	Scottish Advanced Highers (AH) and Highers (H) (subjects at AH and H can be duplicated)
60 credits overall, with 45 graded credits at level 3 with the majority of credits at Distinction and no credits below Merit	A*AA	Those courses that accept BTEC qualifications make a range of offers, from D*D*D* to DDM, with some courses also requiring an additional A-level. It is recommended that you check our <a href="#">Coursefinder</a> pages for more information	D3 D3 D3	Standard A-level requirements apply however some courses may make an alternative offer including the Extended Project Qualification/ Welsh Baccalaureate Individual Project.  For example: AAA OR AAB and A in the EPQ/WBIP	36 points (18/17 HL)	A1A1AAAA/ H1H1H2H2H2H2	AA at AH and AAABB at H. Or A at AH and AAAAB at H. For non-AH applicants: AAAAAA
	AAA		D3 D3 M2		35 points (18/17 HL)	AAAAAA/ H2H2H2H2H2H2	AA at AH and AABBB at H. Or A at AH and AAABB at H. For non-AH applicants: AAAAAA
	AAB		D3 M2 M2		35 points (16 HL)	AAAABB/ H2H2H2H2H3H3	AB at AH and AABBB at H. Or A at AH and AABBB at H. For non-AH applicants: AAAABB
	ABB		M2 M2 M2		34 points (16 HL)	AAABBB/ H2H2H2H3H3H3	BB at AH and AABBB at H. Or B at AH and AAABB at H. For non-AH applicants: AABBBB
	BBB		M2 M2 M3		34 points (15 HL)	AABBBB/ H2H2H3H3H3H3	BB at AH and BBBBB at H. Or B at AH and BBBBB at H. For non-AH applicants: BBBBBB
University of Leeds 4 year programmes including foundation year	<a href="#">BA Arts and Humanities with Foundation Year</a> <a href="#">BSc Business Studies with Foundation Year</a> <a href="#">BSc Earth and Environmental Science with Foundation Year</a> <a href="#">BSc Interdisciplinary Science with Foundation Year</a> <a href="#">BSc Studies in Science with Foundation Year</a> <a href="#">BA Social Science</a> <a href="#">BA Interdisciplinary Studies with Preparation for Higher Education (1 Year)</a>						

## **APPENDIX B - Proof of English language proficiency for degree level study**

### **Section 1:**

#### **Applicants who are not required to undertake further English language tests**

Please note that this section does not apply to applicants that are submitting applications for courses with an English language requirement that is higher than the University minimum.

The following applicants are not required to provide further English language qualification as proof of English language proficiency:

- Graduates<sup>5</sup> from:

Antigua & Barbuda; Australia; The Bahamas; Barbados; Belize; Botswana; Canada; Cameroon; Dominica; Fiji; The Gambia; Ghana; Grenada; Guyana; Republic of Ireland; Jamaica; Kenya; Lesotho; Malawi; Namibia; New Zealand; Nigeria; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Sierra Leone; Solomon Island; South Africa; Swaziland; Tanzania; Trinidad & Tobago; Uganda; United Kingdom; United States of America; Zambia; Zimbabwe.

- NHS registered overseas doctors
- Those who have completed a Master's degree in the UK or any of the above countries (at an institution where the medium of instruction is English)

### **Section 2:**

#### **English language qualifications**

The University recognises a wide range of English language qualifications and where applicable, will make an offer which is based on one of the approved tests. The University may also accept High School level English language qualifications with appropriate grades from countries where the medium of instruction is in English. Please check our [international qualification pages](#) for further information.

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<sup>5</sup> Applies to graduates from institutions where the medium of instruction is English, who have normally spent a minimum of two years at this institution to complete their degree.



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The minimum acceptable scores for the most commonly presented English language Qualifications are given below and can be found on our [entry requirements webpage](#). However please note that some courses may require higher scores. Please contact the relevant faculty/school for further information on entry requirements and acceptable English language qualifications.

**Commonly accepted qualifications**

- IELTS (International English Language Testing System)<sup>6</sup>: an overall score of 6.0 with not less than 5.5 in listening, reading, writing and speaking.
- Pass in the Trinity College Integrated Skills in English (ISE) examinations<sup>6</sup>: II or above
- PTE Academic (Pearson Test of Academic English)<sup>6</sup>: an overall score of 60, with at least 56 in listening, reading, writing and speaking
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English: grades A – C
- University of Cambridge ESOL Examinations: Certificate in Advanced English: grades A - C
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English or C2 Proficiency: grades 169 overall with no less than 162 in any component (post Jan 2015)
- University of Cambridge ESOL Examinations: Certificate in Advanced English or C1 Advanced: grades 169 overall with no less than 162 in any component (post Jan 2015)
- ibtTOEFL (Internet-based Test of English as a Foreign Language): an overall score of 87, with no less than: 20 in listening and reading, 22 in speaking, and 21 in writing
- 70% or higher in English in the Indian Standard Twelfth, together with use of English as the medium of instruction at secondary school
- GCSE English Language: grades A/7 – C/4
- Cambridge IGCSE English as a First Language: grades A/7 – C/4
- Cambridge IGCSE English as a Second Language: grades A/7 – C/4
- Oxford AQA IGCSE English as a Second Language: grades A/7 – C/4

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<sup>6</sup> Please note, we cannot accept results from these tests that are over two years old at the start date of the course the applicant intends to study

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**APPENDIX C – Version Control**

Updated by Anya Wright, October 2019.

<b>Date of amendment</b>	<b>Change detail</b>	<b>Section</b>
15/10/2019	Clarification of requirement for English medium study from Masters degree	Appendix A, section 1
01/10/2019	Update to Access to Leeds eligibility criteria	4.6.1