

UNIVERSITY OF LEEDS INTERNATIONAL PATHWAYS CENTRE International Foundation Year

ADMISSIONS POLICY 2020

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

The International Foundation Year Admissions Policy applies to the following programmes:

- the Arts Route
- the Business Route
- the Design Route
- the Engineering Route
- the Joint Honours Route
- the Science Route
- the Dentistry Route (closed group)¹
- the Medicine Route (closed group)¹

The International Foundation Year is a level 0 programme and is taught at Regulated Qualification Framework (RQF) level 3.

Further information about these programmes can be found on the IFY website at <https://www.leeds.ac.uk/ify>.

1. Principles

The University of Leeds International Foundation Year ensures that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. Applications will be considered holistically and contextual factors, such as educational background may be considered in this process.

¹ The Dentistry and Medicine Routes are available to a closed group only.

2. Selection principles

The University of Leeds International Foundation Year (IFY) is intended for those international students who have completed high school outside of the UK and have the potential and motivation to succeed. The programme is designed to bridge the gap between the broad high school education offered internationally and the specialist sixth form education offered in the United Kingdom, bringing students to the level required for first year entry of an undergraduate programme.

Of the following eligibility criteria, students on the International Foundation Year must meet criteria 1 and at least one of the remaining:

1. There is an educational gap between their high school qualifications and the requirements for entry to undergraduate programmes at the University of Leeds. Qualifications beyond high school level will be considered within the applicant profile.
2. They have studied in a non-English speaking environment.
3. They have studied in a different educational context from that in the UK.

The International Foundation Year ensures that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

The International Foundation Year 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

3.1 Direct Applications through the Online Application form

How to Apply

As the International Foundation Year is not included in the UCAS scheme, applicants must apply directly via the Online Application form, which belongs to the University of Leeds. Guidance on making an application and a link to the form can be found on the IFY website at: <https://www.leeds.ac.uk/ifyapply>.

When to Apply

The application process incorporates the facility to make conditional offers to students who have not yet received their final examination results or who may not yet have taken their final examinations. We encourage applicants to apply early, and to include information about the qualifications and exams they are yet to take. A conditional offer will secure a place for the student, as long as they meet the conditions of the offer by the appropriate deadline.

The International Foundation Year will consider applications which are made prior to the application closing date of 31st July. Applications made after the initial closing date may be considered, however it is recommended that applicants contact the International Foundation Year prior to making an application to check.

Students are encouraged to apply well in advance of the 31st July deadline, in order to allow sufficient time for them to receive an offer and then be able to make the necessary arrangements for study on the programme. Examples of arrangements may include: applying for a visa, making travel plans, and arranging accommodation.

The International Foundation Year has one intake per year in September. Applications for entry to the programme in September 2020 will open in November 2019, and close in July 2020.

After an application has been received

- After an online application is received, an e-mail acknowledgement is sent automatically to the applicant to acknowledge safe receipt. This should include the application number (or Leeds ID number) that is assigned to the applicant.
- The applicant can track the status of the application using the login name and pin number created when the application was initially submitted online.
- During the online application process, the applicant can upload copies of the results transcripts for any examinations for which the results are already known, including any English language qualifications. Until these are received it is not possible to process the application.
- A decision is made and communicated to the applicant (further information about offers and decisions is given in Section 5). This is normally done within 14 days of receiving all the application documents although an attempt is made to achieve this within 1-2 working days where possible.

3.2 Deferred applications

The International Foundation Year will accept applications for deferred entry.

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 International

Foundation Year team. English language qualifications must also be valid at the revised start date.

Decisions will not be made on deferred offers until the new admissions cycle begins in the following November. The International Foundation Year is unable to issue any formal offer letter before this time.

Applicants who wish to defer an offer of a place to the following academic year should contact the IFY team by 1st April 2021.

3.3 Re-sits/ Re-applications

The International Foundation Year will accept applications from applicants who have re-submitted applications and/or have re-taken examinations.

Applicants who wish to reapply should contact the International Foundation Year 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.

When assessing applications from students who have previously studied at NQF Level 3, all relevant factors will be considered, and applications will be considered on a case by case basis. Please note, if a candidate has previously been sponsored at NQF Level 3 or above for study in the UK, the University may be unable to sponsor the candidate and more information will be required to ensure UKVI compliance – section 3.6 provides further detail.

3.4 Listing qualifications

Applicants should ensure that all qualifications and grades are listed clearly on the relevant section of the application form.

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

3.5 English language requirements

Teaching, assessment and student support will take place in English, unless otherwise stated. For this reason the University and the International Pathways Centre must be confident that candidates have the proficiency in English language necessary to succeed on the chosen programme of study and that, where relevant, they meet the UKVI minimum requirements to obtain a Tier 4 visa.

All students require a minimum level of English in order to meet University of Leeds matriculation standards. Applicants who do not meet minimum requirements may be made an offer that is conditional on successful completion of

an acceptable English language test. There may also be the opportunity to complete one of the University of Leeds Language Centre English language Pre-sessional courses.

As the International Foundation Year is below degree level and is one year in duration, all applicants requiring a Tier 4 visa in order to study in the UK will need to prove their English Language proficiency through a valid UKVI-approved IELTS (Academic) test.

For applicants who do not require a Tier 4 visa to study in the UK (or who meet the Tier 4 exceptions for proof of English language ability outlined in Appendix 1), English Language ability will still be required to meet the minimum level set by the International Foundation Year. Acceptable tests are detailed below and on the [IFY webpage](#):

- IELTS (Academic)
- TOEFL (Test of English as a Foreign Language)
- Pearson (Academic)
- Cambridge B2 First
- English Language GCSE/IGCSE

Certain qualifications, such as IELTS certificates, have a 2 year validity period. All qualifications must be valid at the commencement of studies.

3.6 CAS statement 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.

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

3.7 Mature applicants

Mature students, those who will be over 21 at the point of entry, wishing to study on the International Foundation Year should apply using the standard application

process (see section 3.1). Applicants are assessed on the basis of their application form and attached documents. An interview or audition and/or piece of assessed written or practical work may also be offered as part of the entry process.

3.8 Part-time applicants

The International Foundation Year does not offer programmes on a part-time basis.

3.9 Age and Safeguarding

The University recognises someone's age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see the University [Safeguarding Policy](#).

The University of Leeds is unable to sponsor a Tier 4 visa application for any student who will be under the age of 16 years old on commencement of the course.

3.10 Disabled applicants

The International Foundation Year 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 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.

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 it may be more difficult, or in rare cases impossible, to 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 the online application, to discuss any support requirements they may have in relation to the programme for

² ¹The 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.

which they have applied. Disability Services can be contacted at disability@leeds.ac.uk.

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.15 of the [University's Undergraduate admissions policy](#).

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

3.11 Applicants with a health-related issue or other mitigating circumstances

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue or additional support needs. The School sees health-related issues³ as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

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

Where these circumstances are affecting or have affected **current** studies the correct course of action would be to notify the relevant exam board of the circumstances. Whilst the applicant is welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades are what will be used when making a decision.

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

³ Which are not classed as a disability.

3.13 Support of applicants who are pregnant

In line with the University policy on support for students who are pregnant or have young children (available from the [Equality Policy Unit website](#)), applicants who are pregnant are advised to inform their Admissions Tutor/Officer at an early stage. This is so that consideration can be given to appropriate support being available from the start of their course.

3.14 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.

Applicants to the International Foundation Year leading to Nursing or Healthcare degree courses may be required to prepare a DBS check or 'Certificate of Good Conduct' as part of the conditions for entry to the course.

The International Foundation Year is obliged to refuse admission to applicants for certain courses which are regulated by national or statutory bodies where enhanced Disclosure and Barring Service (DBS) checks reveal prior criminal behaviour giving rise to concern for the protection of the public

Section 4: Admissions Requirements

4.1 Admissions intake

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

International Foundation Year – Arts and Social Science Route:	28
International Foundation Year – Business Route:	47
International Foundation Year – Design Route:	15
International Foundation Year – Joint Honours Route:	2
International Foundation Year – Engineering Route:	85
International Foundation Year – Science and Healthcare Route:	25

Two additional closed routes usually accommodate another 27 students each year.

4.2 Competition for places

Programmes within the International Foundation Year are generally very popular and we receive in excess of 1500 applications for the 240+ places that we anticipate filling. In a typical year, applications are received from approximately 70 different countries. The selection process aims to treat all candidates fairly and all applications are carefully considered on an individual basis.

4.3 Selection process

All applications must be made online through the Online Application portal. Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become successful students on our degree programmes. Applicants will be considered holistically to ascertain the likelihood of them benefitting from academic opportunities offered at the University, and their potential to succeed on their chosen course. Contextual factors, such as educational background, may be considered in this process.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; sex; gender reassignment; pregnancy or maternity status; race; religion or belief; or sexual orientation.

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

4.4 Academic entrance requirements

The International Foundation Year welcomes applications from candidates who have the potential to succeed on the foundation course and progress onto their chosen degree course but who do not currently hold a qualification which would allow admittance to first year of a UK Bachelors.

Please see the following website for the programme list of entry requirements and accepted qualifications:

http://www.leeds.ac.uk/info/130552/international_foundation_year/458/entry_requirements. The International Foundation Year sets its entry requirements to ensure students will be able to succeed on its programmes. For this reason requirements may differ between programmes and to the minimum/guideline qualification equivalencies set out on the International Foundation Year website.

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

All applications from international students are considered in line with our standard entrance requirements, as listed at on the International Foundation Year website, and we would expect any predicted grades to be of an equivalent level.

4.5 Personal statement advice

The personal statement of the application form helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. Personal statement requirements will differ depending on the undergraduate programme you wish to progress on to after your foundation study. Please see the application guidance for more information at www.leeds.ac.uk/ify.

4.6 Interviews

Interviews do not form part of our standard admissions process for most courses. However, in some cases, applicants may be invited for an interview or audition. Interviews do not form part of our standard admissions process, however, in some cases, an applicant may be invited for an interview if it will help inform whether or not an offer should be made. Additional information such as a personal statement and/or references may also be sought to inform the decision-making process. In such cases, skype interviews are normally arranged to seek further evidence by discussion with the applicant that they have:

- the potential to succeed;
- interest and ability in their intended undergraduate degree programme;
- appropriate levels of motivation and commitment;
- relevant future goals and aspirations;
- the ability to cope with the pace of the course.

Although interviews are carried out through video call, some applicants (for example, disabled applicants, 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. The International Foundation Year is responsible for making reasonable adjustments where possible. The University's Disability Services team should be consulted for further advice or information regarding disability related adjustments (email

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

4.7 Portfolio of art work

All applications for the International Foundation Year – Design Route should include a basic portfolio of art work created by the applicant. Further information about portfolios for the IFY can be found at www.leeds.ac.uk/ifyapply.

4.8 Audition pieces

For applicants who wish to study an undergraduate programme in the School of Music after completing the IFY, an audition video may be required to demonstrate suitability for the programme.

Section 5: Offers

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. Offers are made based on the information supplied on the application form, supporting documentation and performance at interview where applicable (see section above). The [Undergraduate Admissions Policy](#) gives further detail on the type of offers and other decisions that are made. 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 2020 unless otherwise stated. Offers will include reference to the undergraduate course the candidate will progress to if specific grades are achieved on the IFY. However, the University reviews all its courses on a regular basis and if for any reason the chosen course becomes unavailable at any stage a suitable alternative will be offered where possible, subject to meeting the admissions requirements for that programme.

5.1 Accepting

Applicants should read their offer letter carefully and in detail. Once an applicant understands all sections of the offer letter, if they wish to take up the offer to study, they should accept the offer. This should be done online at the following link: <https://acceptonline.leeds.ac.uk>.

5.2 Course start date and arrival

The course start date is indicated clearly in the offer letter 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 the International Foundation Year admissions team before travelling.

5.3 Re-marks

The International Foundation Year may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark. However, applicants may be offered a deferred place or asked to reapply.

5.4 Deferred applicants

Where a deferred applicant does not meet the conditions of their offer by the 31 August 2020, they may not have their place confirmed.

5.5 Unsuccessful applications

Due to the volume of applications received we may have to reject students who already hold (or are likely to achieve) lower than the typical academic entry requirement, and also many students who do not meet additional non-academic requirements.

5.6 Feedback

Unsuccessful applicants will usually be provided with a reason as to why an application was not successful. An applicant may wish to request further feedback on the reason for the outcome of their application. All requests for further feedback must be made in writing (e.g. by email) to the relevant Admissions Officer and signed by the applicant or from the email address listed on their application form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

5.7 Complaints

The International Foundation Year will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds [Undergraduate Admissions Policy](#).

Applicants who wish to challenge a decision to reject their application should write to IFYAdmissions@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/Officer directly wherever possible. Full details of the complaints procedure can be found in the University of Leeds [Undergraduate Admissions Policy](#).

Section 6: Opportunities to visit

6.1 University Open Days

The University of Leeds Undergraduate Open Days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our [open day webpage](#).

Section 7: Scholarships & funding

A number of scholarships are available for students during the International Foundation Year. Details of these can be found on the [International Foundation Year website](#).

Section 8: Contact details

Further information about the IFY programme can be obtained from the IFY website at: <http://www.leeds.ac.uk/ify>

Contact details for the International Foundation Year are:

International Foundation Year
International Pathways Centre
Room 12.01
Marjorie and Arnold Ziff Building
University of Leeds
LEEDS
LS2 9JT
UK

Tel: +44 (0) 113 343 2309
E-mail: IFYAdmissions@leeds.ac.uk

Updated by Raluca Clotan, 12th March 2019 and October 2019.

Date of amendment	Change detail	Section
11/10/2019	Clarification of procedure if a UG course is made unavailable	5
15/10/2019	Reference to International Pathways Centre removed	Introduction and 1

Appendix 1

Exceptions to requirement to prove English language ability for a Tier 4 visa, taken from the UK government website.

'Exceptions

You don't need to prove your knowledge of English if you've completed a qualification equivalent to a UK degree in:

- *Antigua and Barbuda*
- *Australia*
- *the Bahamas*
- *Barbados*
- *Belize*
- *Dominica*
- *Grenada*
- *Guyana*
- *Ireland*
- *Jamaica*
- *New Zealand*
- *St Kitts and Nevis*
- *St Lucia*
- *St Vincent and the Grenadines*
- *Trinidad and Tobago*
- *UK*
- *USA*

(Source: <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>. Accessed on: 11/10/2018)
