

**UNIVERSITY OF LEEDS
SCHOOL OF HEALTHCARE**

**NURSE DEGREE APPRENTICESHIPS ADMISSIONS POLICY
2020**

This document outlines the School of Healthcare 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 <http://www.leeds.ac.uk/admissionspolicy> and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Healthcare Nurse Degree Apprenticeships Admissions Policy applies to the following courses:

Adult Nursing - B700
Child Nursing – B730
Mental Health Nursing – B760

1. Principles

The School of Healthcare 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.

2. Selection principles

The School of Healthcare 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.

3. Application process

3.1 Direct application via NHS jobs website

All applications for the Nursing Degree Apprenticeship courses must be made directly through the NHS jobs website via their online application system available at <https://www.jobs.nhs.uk>.

The School of Healthcare takes a partnership approach with selection and recruitment with its NHS partners.

3.2 Academic entrance requirements

The School of Healthcare welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see the School of Healthcare webpage detailing all undergraduate courses and entry requirements

http://medhealth.leeds.ac.uk/info/1130/undergraduate/205/how_to_apply. The School of Healthcare formulates offers based on the profile presented and holistic consideration of the individual. Requirements may vary from the minimum/guideline qualification equivalencies set out in Appendix A of the University Admissions Policy to ensure candidates are suitably prepared for study on their chosen course.

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

The School of Healthcare may accept Level 2 Functional Skills English and Maths in lieu of GCSE English and Maths, however it is recommended that the applicant contacts the School before applying.

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

3.2.1 Non-Standard Entry Pathways

- Non-Standard entry enables applicants without the requisite qualifications to enter a programme of study within the School of Healthcare.
- Non-standard entry is available where applicants can demonstrate considerable and sustained professional development.
- Applicants must be able to demonstrate that they are able to study at the academic level required and have relevant and current professional experience.
- The process for determining non-standard entry involves assessment by the Academic Admissions Lead and then consideration by a panel of experts, known as the IPP Panel
- All applicants coming through this route would need to pass the standard numeracy exam and interview.

As a guide, entry to the course could be achieved by all of the following:

- An Evidence Based Portfolio;

AND

- A minimum of 2 years full time healthcare experience, e.g. at HCA level, with experience being in either a hospital or community environment;

AND

- A 2500 word essay on a topic set by the University (about the 6C's for example) which would be marked by tutors at the university and need to be passed at university level 1.

3.2.2 Applicants with no standard GCSE Level 2 qualifications

Consideration may be given to applicants who do not have the standard university requirement of 5 GCSEs including Maths and English.

We will approach all applicants out-with our current GCSE entry criteria on the following Quality Assurance Agency for Higher Education (QAA) principles for determining the nature and range of evidence appropriate to support a claim:

1. That all candidates must be able to demonstrate academic progression and learning (i.e. applicants who have undertaken courses within the last 5 years must be able to demonstrate coherence and progression from one certificated course to the next)
2. *Acceptability* – that there is an appropriate match between the evidence presented and the learning being demonstrated and that the evidence is valid and reliable
3. *Sufficiency* – that there is sufficient evidence to demonstrate fully the achievement of the learning claimed
4. *Authenticity* – that the evidence is clearly related to the applicants' own efforts and achievements
5. *Currency* – that the evidence relates to learning within the last 5 years
6. All applicants coming through the non-standard route will be looked at on an individual basis.
7. They will all be monitored closely whilst 'on-course' to determine if the route provided is facilitative to progression and achievement, or on the other hand, is inhibiting to progression.

Other equivalents we will consider include: Passing the Maths and English matriculation at the University of Leeds Lifelong Learning Centre, in addition to the Care Certificate, relevant Occupational experience of at least 2 years, plus the NVQ level 3

3.2.3 Prior Learning

Accredited Prior Learning

We follow the Quality Assurance Agency for Higher Education (QAA) principles for determining the nature and range of evidence appropriate to support a claim for the accreditation of prior learning. These are outlined above in 3.2.2

We also follow NMC guidelines:

- All elements within the accreditation of prior learning application must be mapped against the course's learning outcomes and academic and practice content to ensure all essential academic and theory components for registration are met

Application for APL of practice learning will need to ensure that previous practice experience is mapped against the programme practice assessment documents and skills log. In addition, they need to demonstrate the relevant theoretical knowledge underpinning the safe execution of that practice within the field of nursing the AP(E)L application applies to:

Examples of Evidence required (can be a combination and the list is not exhaustive)

- Theoretical knowledge (i.e. learning outcomes) undertaken to support practice
- Content for general care EU directive 2005/36/EC Annex V.2 (4.2.1) completed (if applicable)
- Portfolio of evidence of practice and skills competencies which matches prior practice learning to exemption being sought
- Portfolio of evidence which matches prior theoretical learning to exemption being sought
- Reflective account of 2000 words demonstrating self-awareness and critical thinking e.g. provide an account of a recent interaction with a patient, family member or colleague and, focusing on communication, discuss what you did well and how you might improve your skills in this area
- Types of practice experiences undertaken and in what role and length of service
- Role specifications

- Curriculum vitae and personal statement outlining why previous experience sets applicant in readiness to take on the named programme of study
- Additional areas of competency developed outside role specifications
- Confirmation of level of competency to include consideration of level of underpinning knowledge required to perform the practice/skill (line manager reference, certificates of additional training)
- Testimonies from service user and carers, other professional groups, voluntary groups

APCL – Accreditation of ***Prior Certificated Learning***

- APCL involves the assessment of learning or study leading to a certificate or an award. Normally this learning has been assessed and credit rated although there are exceptions to this. Prior learning must match the learning outcomes of the module(s) against which they are claiming exemption

APEL - Accreditation of ***Prior Experiential Learning***

- APEL involves the assessment of learning that applicants have achieved as a result of professional responsibilities in their work as a practitioner. Prior learning must match the learning outcomes of the module(s) against which they are claiming exemption

Credit Transfer

Credit transfer involves the transfer of credits from free-standing modules studied in the School of Healthcare to a full programme of study. Students are able to transfer credits and marks into a full course subject to agreed process. The modules to be transferred should normally have been successfully completed within the last five years, and must be compulsory or optional modules in the course.

3.3 Re-sits/ Re-applications

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

Applicants who wish to reapply should contact the School of Healthcare 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 will be made aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

3.4 Early Examinations

The School of Healthcare recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability, this may be as early GCSEs or A-levels (or equivalent) across three years.

Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting. If this has not been the case, then we advise the school provides further information as to reasons for this within the academic reference section of the application form.

3.5 Listing qualifications

Applicants should ensure that all qualifications and grades are listed clearly on the relevant section of the application form. This allows admissions staff to gain an understanding of the applicant's full profile and make a holistic decision on the application.

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

3.6 Internal transfers

The School of Healthcare will not accept applications from applicants who wish to transfer internally from other courses at the University of Leeds for the Nurse Degree Apprenticeship course.

3.7 External transfers

The School of Healthcare will not accept applications from applicants who wish to transfer onto the Nurse Degree Apprenticeship course.

3.8 Advanced Entry

The School of Healthcare will accept applications from applicants who are seeking entry to the second year. All applications must be made directly through the NHS jobs website via their online application system available at <https://www.jobs.nhs.uk>. Applicants are expected to meet the standard academic entry requirements and each will be reviewed on an individual basis with consideration of the following:

- Clinical placements are available
- Learning outcomes of year 1 of the relevant course against which advanced standing is sought have been met
- Confirmation of details of modules and student performance from the current course they wish to transfer from

- A minimum of 60% average achieved in the first year of study.

Judgements on equivalence are made by the Admissions Tutor. Entry onto Level 3 of the School of Healthcare is not permitted.

Further details of the University's policy can be found on our webpage.

3.9 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution. Where appropriate, such candidates may be able to apply for Advanced Entry (see 3.8 above).

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related programme of study, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons e.g. ill health, financial reasons, will not be subject to this condition. When assessing applications from former students all relevant factors will be considered, including previous study. Applications will be considered on a case by case basis.

Applications from candidates who have been permanently excluded (expelled) from the University for disciplinary reasons, those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline will be rejected. Applicants should contact the school for further information.

Applicants who require a Tier 4 (General) Student Visa and have previously studied at the University under Tier 4 sponsorship will be subject to academic progression checks to ensure UKVI compliance. Please see section 3.10 for further information.

3.10 International/ Overseas students

The School of Healthcare welcomes International/Overseas students.

In applying for the Nurse Degree Apprenticeship applicants need to be fully conversant of the implications of Student, Graduate Nurse or Midwife with UK registration, with the Nursing and Midwifery Council (NMC)

<https://www.nmc.org.uk/>

Nurse degree apprenticeship applications must go through NHS jobs applications processes and are not direct through the School of Healthcare or through UCAS. You will need to have a valid visa which permits you the right to study and the right to work in the UK for a minimum of a four year period.

Those seeking to apply need to note that graduating with a degree in one field of nursing (Adult, Child or Mental Health Nursing) only allows registration with the Nursing and Midwifery Council (NMC) <https://www.nmc.org.uk/> in that field and practice within that field. For example, an Adult Nursing Degree with registration does

not enable the degree holder to work as a Children's Nurse, Mental Health Nurse or Midwife. Midwifery is also a separate degree course.

The course is therefore specific to one field, which may be different to Nursing courses in the home country. Applicants should consider such implications before applying and check their in-country Nursing and Midwifery Board, Nursing/Midwifery Regulatory Body or Nursing/Midwifery Licensing body to determine if this qualification is acceptable should a return to the home country become a choice. Further clarification is required to ascertain if licensing or regulatory bodies require further preparation for practice in the home country after gaining a UK Nursing Degree. Not all countries have the same requirements so transferability of the degree cannot be assumed.

The Nurse Degree Apprenticeship (Adult, Child and Mental Health) courses are 4 years in length and upon completion and sign off by the School of Healthcare, entitlement to register with the NMC (UK Nursing and Midwifery Council) is permissible. This registration enables the holder to practice in the United Kingdom. It also allows the holder to register and practice within the European Union at present. However, the UK is currently opting out of membership of the EU, and when this has been finalised this could change. Those undertaking the Nurse degree apprenticeship will also be required to undertake an End Point Assessment, which is a requirement of the apprenticeship funding body.

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

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

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

Overseas applicants from outside the European Union or European Economic Area will require a visa which grants them the 'right to study' in the UK and must be valid for the duration of the course.

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

Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/international/>.

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

3.11 English language requirements

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

Proof of English Language proficiency will be required.

All applications from international students are considered in line with our standard entry requirements (typically expressed as English A-level qualifications) and we would expect predicted grades to be of an equivalent level.

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants for whom English is not their first language may require an additional English language qualification to gain entry to the University of Leeds and will be made an offer which is conditional on successful completion of one of the approved tests, or one of the University of Leeds pre-session English language courses. A list of applicants who are not required to undertake further English language tests can be found on our Language centre website http://www.leeds.ac.uk/arts/info/125008/english_language.

Commonly Accepted Qualifications

- IELTS 7.0 with no less than 6.5 scored in any of the four components **OR**
- TOEFL 600/ 250/ 100 for paper-based/computer-based/internet-based respectively. For the internet based score, scores should be no less than 22, 22, 23 and 24 in listening, reading, writing and speaking respectively.

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

3.12 Admissions Process for International Applicants

All applicants for the Nurse Degree Apprenticeships must meet our entry requirements, are required to be interviewed and undertake a short numeracy test. Tests may be arranged to be taken remotely, but under

observation, immediately before the interview and set around the European metric system of measurement and calculation.

3.13 Mature applicants

Mature students, those who will be over 21 at the point of entry, wishing to study the Nurse Degree Apprenticeship but do not have the standard academic entry criteria should contact the School of Healthcare (enquiries@healthcare.leeds.ac.uk). An interview and/or piece of assessed written work/test may be required as part of the entry process. Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory courses for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. Contact: lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

3.14 Part time applicants

The Nurse Degree Apprenticeship is a full time course.

3.15 Age and Safeguarding

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

All of the School of Healthcare Undergraduate courses require that an applicant is over 18 years at the commencement of the course.

3.16 Disabled applicants

The School of Healthcare welcomes applications from disabled people¹. The University will make reasonable adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering an applicant's academic eligibility for their chosen course. It is reviewed in order to identify any potential study-related support requirements, and the eligibility for disability-related support funding, so that the University can ensure the applicant is supported effectively on the course.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability so that reasonable adjustments and/or other support requirements can be made/considered. The University will always aim to make appropriate adjustments for disabled applicants.

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact on that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

However, applicants who choose not to declare their disability should be aware that, without the knowledge it may be more difficult, or in rare cases impossible, for the University to provide support and/or make the reasonable adjustments. Disabled applicants are also advised to contact the University's Disability Services team (part of the University's Student Education Service) once an application has been submitted, to discuss any support requirements they may have in relation to the course for which they have applied. Disability Services can be contacted at disability@leeds.ac.uk.

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

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue or additional support needs. The School sees Health-related issues² as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

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.

3.18 Guidance for trans applicants

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a course of study but require their status to be changed should contact study@leeds.ac.uk and the team will be able to support the applicant through the process. The University will be required to carry out identity checks as part of the registration process, and/or taught admissions staff may be required to advise the relevant Faculty Admissions Manager of a status change in order to facilitate removal of any previous documentation. This process will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

² Which are not classed as a disability.

3.19 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 <http://www.equality.leeds.ac.uk/university-policies-2/>), applicants who are pregnant are advised to inform their Admissions Tutor at an early stage. This is so that consideration can be given to appropriate support being available from the start of their programme of study.

3.20 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.

Where indicated in the prospectus or on the University's website, specific courses may involve regular access to children and/or vulnerable adults, and applicants may be required to undertake with satisfactory results, certain checks with the Disclosure and Barring Service. The University will send further instructions as part of the admissions process where this is the case.

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

4. Admissions Requirements

4.1 Selection process

All applications must be made directly through NHS Jobs:
<https://www.jobs.nhs.uk>.

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 Nurse Degree Apprenticeship courses. Applicants will be considered holistically to ascertain the likelihood of them benefitting from academic opportunities offered at the University, and their potential to succeed on their chosen course. Contextual factors, such as educational or socio-economic background, may be considered in this process.

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

Applicants are shortlisted against agreed criteria and they must meet the academic entry requirement for the course at application or within the admission cycle. The academic background of the applicant plus the personal statement on the application form helps us to assess the nature of the applicant's interest in their chosen profession and is an important part of the selection process. Additionally, the reference provided on the application form must be supportive of the applicant. NHS employers and the School of Healthcare will only shortlist based on the information supplied on the application form at the time of submission.

The School, in conjunction with its NHS partners uses a range of recruitment methods, including selection events and interviews. This enables further assessment of the applicant's aptitude and interest in the course. It also allows us to provide detailed information about the course in terms of content, delivery and expectations of staff and students. Applicants have the opportunity to meet some of the academic staff and current students, and to look at the available facilities within both the School of Healthcare and wider University of Leeds campus. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

A numeracy test is required for entry onto the Nurse Degree Apprenticeship course. Please inform the School of Healthcare if you have a disability so that they can facilitate any necessary support.

4.2 Personal statement advice

The personal statement helps us to assess the nature of the applicant's interest in the professional 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 professional subject. Guiding questions to help individuals construct their personal statements include:

- Why have you chosen a particular profession and what lead you to this?
- What and how have you researched about it?
- What is your knowledge and understanding of your chosen profession and their contribution to the wider team?
- What are the current issues affecting your chosen profession?
- How have your current studies prepared you for your chosen profession and studying at University?
- What transferable skills do you have – for example; work experience, positions of responsibility through paid employment or School/College activities?

- What caring experience do you have?

4.3 Interviews

The School of Healthcare, in conjunction with its NHS partners conducts either an individual face to face interview or a focus group interview. This allows a method of identifying potential for study, and further there are professionally relevant legal/regulatory requirement stipulations (for example the UK Nursing and Midwifery Council) which ensure parity with Values Based Recruitment initiatives for those ultimately wishing to work in Health and Social Care.

<https://www.hee.nhs.uk/our-work/attracting-recruiting/values-based-recruitment>.

Interviews are scheduled as flexibly as possible to minimise the chance of applicants being unable to complete this part of the selection process. This includes, where possible, providing adequate notice (usually at least two weeks and ideally more to applicants who have to travel from overseas) when inviting an applicant to an interview; and offering applicants an alternative interview date (if requested) where possible. If the School of Healthcare cancels or postpones an interview, applicants will be offered a revised interview date. A revised interview date may not be offered if the applicant fails to attend an interview without informing the University in advance.

Some applicants, such as those who are disabled or those who are pregnant may require adjustments to their interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. The School is responsible for making reasonable adjustments where possible. The University's Disability Services team should be consulted for further advice or information regarding disability related adjustments (email disability@leeds.ac.uk) and the Equality Policy Unit for advice on other adjustments (email equality@leeds.ac.uk).

Telephone or Skype interviews

The School of Healthcare may conduct telephone or Skype interviews if appropriate (e.g. for international applicants who may not be able to travel to the School of Healthcare). In some cases legal or regulatory requirements may mean this option is not available. Telephone or Skype interviews will follow the same principles and guidance as face-to-face interviews.

5. Offers

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant course. Offers are made based on the information supplied on the application form and performance at interview where applicable (see section above). The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

5.1 Confirmation

Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year. Applicants whose results will not be sent to the University via UCAS are encouraged to send evidence of their results to the school admissions office as soon as possible. All offers from The School of Healthcare will be subject to satisfactory health screening and enhanced clearance from the Disclosure and Barring Service (DBS).

5.2 Course start date and arrival

University teaching periods can be found on the [University's Almanac](#), however students may be expected to arrive prior to this date in order to undertake key induction activity. The course start date is indicated clearly in the Offer letter. The University reserves the right to refuse admission to those offer holders who arrive after the required start date. Should there be any possibility of a delay to arrival, offer holders should seek advice from the School of Healthcare before travelling.

5.3 Additional costs

Additional costs associated with the course, which require consideration include visas and travel to and from placement and accommodation. Applicants for all Undergraduate courses at the School of Healthcare require a Criminal Record check, which will be undertaken by the NHS employer.

5.4 Re-marks

The School of Healthcare 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.

5.5 Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. Forms of applicants who are unsuccessful in gaining a place on their chosen course may be retained by the University and the relevant NHS employer for other courses to which the applicant may be suited.

5.6 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing or via email to the NHS employer or the Student Education Service Co-ordinator,

SES Unit, School of Healthcare, Room G46, Baines Wing, University of Leeds, Leeds LS2 9JT, Tel: 0113 343 1349 or p.g.saunders@leeds.ac.uk. This should be signed by the applicant or from the email address listed on the application form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

5.7 Complaints

The School of Healthcare 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, detailing the nature of their complaint, to: Louise Tomenson, Admissions Manager, Faculty of Medicine and Health l.j.tomenson@leeds.ac.uk.

The complaint must typically be made within 14 days of the decision.

Complaints made on behalf of an applicant cannot usually be processed and therefore applicants are advised to contact the Admissions Manager directly wherever possible. Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.

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: <https://opendays.leeds.ac.uk/>.

6.2 Applicant visit days

The School of Healthcare does not hold post-application visit days. All applicants will have attended an interview/selection event at the School of Healthcare. This provides an opportunity to become familiar with the School and programme of study to facilitate an informed choice about whether or not to accept an offer. This is also an ideal opportunity to view the campus and the broader city if so desired. Wherever possible we will accommodate an opportunity to meet with current students and staff members.

7. Contact details

7.1 General pre-application enquiries

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

Admissions Enquiries, University of Leeds, Leeds, LS2 9JT

Telephone - +44 (0) 113 343 2336

Email - study@leeds.ac.uk

Web- <http://www.leeds.ac.uk/info/116000/undergraduate>

7.2 Post-application enquiries

Admissions enquiries specific to the School of Healthcare should be directed to the School admissions staff:

Telephone: +44 (0) 113 343 1201

Email: enquiries@healthcare.leeds.ac.uk

Updated by Dr Elaine McNichol, Associate Director of Student Education, 18th June 2019.

Date of amendment	Change detail	Section