

UNIVERSITY OF LEEDS
DIGITAL EDUCATION SERVICE
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2020

This document outlines the Digital Education Service Taught Postgraduate Admissions Policy for 2020 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Taught Postgraduate Admissions Policy (downloadable from the University website at www.leeds.ac.uk/pgtadmissionspolicy) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Digital Education Service Taught Postgraduate Admissions Policy applies to the following programmes:

- Taught Postgraduate Masters Programmes
 - MSc Engineering Management (*online*)¹
- Taught Postgraduate Certificate Programmes²
 - PGCert Engineering Management (*online*)
- Taught Postgraduate Stand-Alone Credit Programmes³
 - PCR Engineering Management (*online*)

1. Principles

The Digital Education Service 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 Digital Education Service will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

3. Application process

3.1 How to apply

All applicants for taught postgraduate Masters programmes are encouraged to submit a Request for Information form through <https://courses.leeds.ac.uk>. Applicants will be contacted by a University of Leeds representative who will arrange a pre-application interview to assess the applicant's eligibility. If the applicant meets the University's application criteria they will be invited to send any supporting documentation to the University representative who will prepare an application. The applicant will review and submit the application, and can track its progress using the Applicant Portal at <https://application.leeds.ac.uk>.

¹ See Appendix A for programme-specific requirements

² See Appendix B for programme-specific requirements

³ See Appendix C for programme-specific requirements

All applicants for taught postgraduate stand-alone credit programmes will be eligible to apply for the programme upon successful completion of the relevant Massive Open Online Course (MOOC) delivered through one of our partner platforms. Applicants will complete an admissions application form and submit any relevant documentation directly to the Digital Education Service. Initially, students will study one module via the partner platform. If the student wishes to continue their studies, a University of Leeds representative will contact them.

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

3.2 General entrance requirements

The typical entrance requirement for the Digital Education Service is a good first honours degree of at least a UK upper second class or equivalent. Criteria for entry to individual programmes of study may be higher and applicants will be advised of these during the pre-application interview or direct admissions application process. Exceptions to this academic requirement may be made when applicants can demonstrate significant relevant non-standard experience and their potential for benefiting from the programme is clear.

3.3 Application deadlines

Applicants are encouraged to complete the Request for Information form at <https://courses.leeds.ac.uk>, or the direct admissions application form as early as possible. Each programme has up to six entry points per academic year and a University of Leeds representative will discuss these with each applicant during the pre-application interview or direct admissions application process.

3.4 International/Overseas students

Teaching, assessment and student support will take place in English, unless otherwise stated. The Digital Education Service must be confident that candidates have the proficiency in English language necessary to succeed on the chosen programme of study.

All applications from international students are considered in line with our standard entrance requirements. Applicants for whom English is not their first language will be required to show proof of language proficiency. Details of commonly accepted qualifications for each programme are listed in the appendices.

Digital Education Service applicants will not be eligible for University of Leeds pre-sessional English Language summer courses and must ensure they meet the entry requirements prior to application.

Admissions staff are experienced in considering a wide range of international qualifications against programme entry requirements. Prospective applicants for taught postgraduate Masters programmes who wish to discuss whether their qualifications will meet the necessary entry criteria should complete a Request for Information form at <https://courses.leeds.ac.uk> and a University of Leeds representative will be in contact with more information.

Prospective applicants for taught postgraduate stand-alone credit programmes who wish to discuss whether their qualifications will meet the necessary entry criteria will be advised when they complete the direct admissions application process.

3.5 Admissions intake

All programmes within the Digital Education Service aim to recruit the highest calibre students, with all places awarded on merit. The allocation of student places is set for each programme on an annual basis.

4. Selection process

Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge, and attributes that we believe will enable them to become a successful student in the Digital Education Service.

Relevant voluntary or paid work experience may be taken into account, as well as performance in a relevant open online course delivered by the University of Leeds.

Further details for each programme are listed in the appendices.

4.1 Interviews

The Digital Education Service representatives will conduct a pre-application interview with all prospective applicants for taught postgraduate Masters programmes, but programme specific interviews will only be undertaken when required by the Teaching School. Suitably qualified candidates will be interviewed by telephone or online, and this process will be scripted to ensure equity across all applicants.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) may require adjustments at interview (for example, a sign-language interpreter) to provide them with full and equal access to the process. The Service and its representatives 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) and the Equality Policy Unit for advice on other adjustments (email equality@leeds.ac.uk).

4.2 Offers

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. Offers are made based on the information supplied on the application form and any other required documents, and (where required) proof of English Language as detailed in section 3.4.

Further details for each programme are listed in the appendices.

The University of Leeds Taught Postgraduate Admissions Policy (www.leeds.ac.uk/pgtadmissionspolicy) gives further details on the type of offers that are made.

4.3 Document Verification - see 4.3a for current policy due to COVID-19

As stated in the University of Leeds Taught Postgraduate Admissions Policy (www.leeds.ac.uk/pgtadmissionspolicy) the Digital Education Service is required to verify the original or certified copies of any documents which support the application and provide proof that the applicant meets the entry requirement. To facilitate this the Digital Education Service permits applicants to supply their previous institutional records via one of the following methods:

- Secure online portal – for institutions that provide this option, the applicant should request access instructions to be sent to DESstudents@leeds.ac.uk

- Registrar's Office verification - we will accept official electronic documentation when sent to DESstudents@leeds.ac.uk directly via an awarding institutions' registrar's office, or equivalent.
- Postal verification – applicants should post their original documents, including a covering letter with their return address, to the address provided in 4.4. Documents will be returned using Royal Mail tracked services and the tracking information will be provided to the applicant.

If applicants arrange access to their documents through a secure online portal or Registrar's office verification and the Digital Education Service have any concerns about the authenticity of the digital versions we reserve the right to request that the applicant uses the postal verification method.

4.3a COVID-19 Policy Amendment

From Thursday 2nd April 2020 until further notice, applicants for the Digital Education Service Taught Postgraduate programmes will be required to submit the following as part of their application.

- ❖ PDF document, in colour, of all original or institution-certified certificates and transcripts
- ❖ PDF document, in colour, of notarised translations (where required)
- ❖ PDF document, in colour, of any documents required to prove English language proficiency
- ❖ PDF document, in colour, one of the following forms of identification:
 - Passport photo page
 - National Identity Card

Digital Education Service Admissions staff will verify the applicants' qualification based on these submissions alone, and no further documents will normally be required.

The Digital Education Service reserve the right to request original or institution-certified documents to be submitted for verification using the methods outlined in 4.3 (above) at any time.

4.4 Unsuccessful Applicants

All prospective applicants for taught postgraduate Masters programmes will be contacted by University of Leeds representatives for a pre-application interview and will be invited to supply supporting documentation for an application for a Digital Education Service programme if they meet the necessary requirements.

Applicants for taught postgraduate stand-alone credit programmes will be invited to submit a direct admissions application and all relevant documentation for consideration.

If an applicant is unsuccessful and wishes to request feedback on the reason for this outcome this should be submitted in writing or via email to the relevant Admissions Contact (see below) and signed by the applicant or sent from the email address listed on their application form.

Student Education Service Team
Digital Education Service
Hopewell House
173 Woodhouse Lane
University of Leeds

Leeds
LS2 9JT

Email: studentenquiries.online@leeds.ac.uk

The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy (www.leeds.ac.uk/pgtadmissionspolicy).

4.5 Complaints

The Digital Education Service will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Taught Postgraduate Admissions Policy (www.leeds.ac.uk/pgtadmissionspolicy). Applicants who wish to challenge a decision to reject their application should write to Mrs Lisa-Marie Ronkowski – Student Education Service Manager, at the address given in 4.4, detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision.

Full details of the complaints procedure can be found in the University of Leeds Postgraduate Admissions Policy.

4.6 Disabled Applicants

The Digital Education Service welcomes applications from disabled people⁴. The University will make appropriate adjustments to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to disclose their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate adjustments. Applicants are invited to make University of Leeds representatives aware of their disability status during the pre-application interview or indicate their disability status on their direct admissions application form. Disabled applicants are also advised to contact the University's Disabled Students Assessment and Support 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 programme for which they have applied. Disabled Students Assessment and Support can be contacted at disability@leeds.ac.uk.

The admissions process is covered by the University's policy on Equality and Inclusion which is available from the University's Equality Policy Unit at https://equality.leeds.ac.uk/wp-content/uploads/sites/64/2011/04/Web_EI_pgs_10-11_rights-responsibilities.pdf

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

⁴ 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 (from the point of diagnosis), epilepsy, diabetes, Chronic Fatigue Syndrome/ME, and HIV/AIDS amongst others.

This section deals with health-related issues⁵, which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions contact as soon as possible if their health is likely to impact on their ability to engage with the admissions process. The University aims to be flexible in such circumstances and to take such issues into account.

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

4.8 Support for applicants who are pregnant

In line with the University policy on support for students who are pregnant or have young children (available from <https://equality.leeds.ac.uk/equality-inclusion-framework/policies/>), applicants who are pregnant are advised to disclose this information during the pre-application interview, or to the University of Leeds representative 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.

4.9 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 the Taught Admissions Office taught-admissions@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 [Equality Policy Unit website](#).

4.10 Deferred Applications

The Digital Education Service programmes have up to six entry points per academic session. In line with University policy the Digital Education Service considers a deferred applicant as one who currently holds an offer but wishes to change the year of entry to the following academic year, or one who applies for the following academic year from the outset. Applicants who wish to defer an offer of a place to the following academic year should contact the Service by 1st April 2020 where the course has a September start date⁶. Deferral of a place to study is at the discretion of the Digital

⁵ Which are not classed as a 'disability'

⁶ Courses with start dates outside of October will be subject to the following deferral request deadlines:

Month of start date	Deferral request deadline
November 2019	1 st May 2020
January 2020	1 st July 2020
March 2020	1 st September 2020
May 2020	1 st November 2020
July 2020	1 st January 2021

Education Service and is strictly limited to a maximum of one academic year following the year of initial application. Applicants who request deferral for more than one academic year will be required to reapply. Except where a 2 year time limit is placed on an English Language qualification, any offer made will not be subject to change.

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

Applicants who wish to defer an offer of a place to the following academic year should request so via their University of Leeds representative at studentenquiries.online@leeds.ac.uk.

4.11 Applicants wishing to reapply

University of Leeds representatives will conduct pre-application interviews with applicants for taught postgraduate Masters programmes to determine those applicants who will be given unconditional offers. This means that no Masters applicants will fail to achieve the academic conditions of any offer and need to reapply.

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

However, if an applicant rejects an offer for any reason they are welcome to reapply but should be aware that no guarantee can be given that another offer will be made, and the criteria for any future offer may differ to those of the original.

4.12 Former students of the University

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

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

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

Applicants with queries should contact the Digital Education Service for further information.

4.13 Criminal convictions

The University has a policy statement on students with criminal records, which can be accessed from our website at

http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf. This policy includes applicants seeking admission. It should be noted that if an applicant 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 or, if admitted, to their registration at the University being revoked.

Having a prior criminal record will not necessarily prevent an applicant from being offered a place; 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's criminal record.

Where indicated in the prospectus or on the University's website, specific programmes 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.

5. Opportunities to visit

The Digital Education Service does not offer any open days/evenings and it is not expected for any applicant to visit prior to applying or studying.

6. Scholarships & funding

The Digital Education Service does not currently offer any scholarships.

7. Contact details

Application enquiries

Admissions enquiries to the Digital Education Service should be submitted by completing a Request for Information form at <https://courses.leeds.ac.uk>.

Last updated by Lisa Ronkowski on 1st April 2020

Appendix A – MSc Engineering Management (*Online*)

3.2 General entrance requirements

For programme specific entry requirements please visit:

<https://courses.leeds.ac.uk/d974/engineering-management-msc>

3.4 International/Overseas students

Details of commonly accepted qualifications for the programme are listed below:

- IELTS: an overall score of 6.5 with no less than 6.0 in listening, reading, writing and speaking.
- TOEFL: Internet based test: 92 overall with at least 21 in listening and reading, 23 in speaking and 22 in writing.

4. Selection process

Applicants should normally have a bachelor degree with a 2:2 (hons) in engineering, physical sciences or a related engineering or technological discipline where relevant subject areas have been studied. Applicants with a first degree in an unrelated engineering discipline or in a managerial or economic discipline, will be considered on an individual basis if they have 3 years of relevant work experience in an engineering environment. Exceptionally, applications from professionally qualified and experienced candidates who don't meet the formal qualifications will be considered.

4.2 Offers

For the MSc Engineering Management (*Online*) the Digital Education Service will require the following supporting documentation:

- Copies of transcripts and certificates (where available) for Bachelor's degree and any other degree studied
- Copy of IELTS/TOEFL results (if applicable)
- Letter of sponsorship (if applicable)
- A supporting statement and CV

We usually require a minimum of 1 academic reference and where relevant the second may be from an employer/work related.

Appendix B – PGCert Engineering Management (*Online*)

3.2 General entrance requirements

For programme specific entry requirements please visit:

<https://courses.leeds.ac.uk/d989/engineering-management-postgraduate-certificate>

3.4 International/Overseas students

Details of commonly accepted qualifications for the programme are listed below:

- IELTS: an overall score of 6.5 with no less than 6.0 in listening, reading, writing and speaking.
- TOEFL: Internet based test: 92 overall with at least 21 in listening and reading, 23 in speaking and 22 in writing.

4. Selection process

Applicants should hold a degree in engineering, physical sciences or a related engineering or technological discipline where relevant subject areas have been studied. We accept a range of international equivalent qualifications.

We will also consider applications from non-graduates if they have adequate and relevant professional qualifications. We welcome enquiries and applications from non-graduates with at least 3 years' work experience in an engineering environment.

4.2 Offers

For the PGCert Engineering Management (*Online*) the Digital Education Service will require the following supporting documentation:

- Copies of transcripts and certificates (where available) for Bachelor's degree and any other degree studied
- Copy of IELTS/TOEFL results (if applicable)
- Letter of sponsorship (if applicable)
- A supporting statement and CV

We usually require a minimum of 1 academic reference and where relevant the second may be from an employer/work related.

Appendix C – PCR Engineering Management (*Online*)

3.2 General entrance requirements

For programme specific entry requirements please visit:

<https://courses.leeds.ac.uk/d974/engineering-management-msc>

3.4 International/Overseas students

Details of commonly accepted qualifications for the programme are listed below:

- IELTS: an overall score of 6.5 with no less than 6.0 in listening, reading, writing and speaking.
- TOEFL: Internet based test: 92 overall with at least 21 in listening and reading, 23 in speaking and 22 in writing.

4. Selection process

Applicants should normally have a bachelor degree with a 2:2 (hons) in engineering, physical sciences or a related engineering or technological discipline where relevant subject areas have been studied. Applicants with a first degree in an unrelated engineering discipline or in a managerial or economic discipline, will be considered on an individual basis if they have 3 years of relevant work experience in an engineering environment. Exceptionally, applications from professionally qualified and experienced candidates who don't meet the formal qualifications will be considered.

4.2 Offers

For the PCR Engineering Management (*Online*) the Digital Education Service will require the following supporting documentation:

- Copies of transcripts and certificates (where available) for Bachelor's degree and any other degree studied
- Copy of IELTS/TOEFL results (if applicable)
- Letter of sponsorship (if applicable)
- A supporting statement and CV

We usually require a minimum of 1 academic reference and where relevant the second may be from an employer/work related.