This document outlines the Leeds University Business School Admissions Policy for 2016 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 Leeds University Business School Admissions Policy applies to the following programmes:

**Accounting Programmes**
BSc Accounting and Finance

**Economics Programmes**
BSc Economics
BSc Business Economics
BSc Economics and Finance
BSc Economics and Management

**Management Programmes**
BA Management
BA Management with Marketing
BSc Business Analytics

**Human Resource Management Programmes**
BA Human Resource Management
BA Management and the Human Resource

**International Business Programmes**
BSc International Business
BSc International Business and Economics
BSc International Business and Finance
BSc International Business and Marketing
1. Principles

Leeds University Business School endeavours to ensure 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

Leeds University Business School will treat all applicants fairly and not discriminate unlawfully on grounds of marital or civil partnership status, gender, gender re-assignment, race (including colour, nationality, national origin or ethnic origin) disability, caring responsibility, pregnancy and/or parental status, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

3. Application process

3.1 UCAS process

All full-time undergraduate applications from Home (UK) and EU applicants must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by the 15th January 2016. Leeds University Business School may continue to accept applications after the initial UCAS closing date.

All full-time undergraduate applications from international (overseas) applicants must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by the 30th June 2016. Applications made after this date will automatically be entered into clearing.

Leeds University Business School will normally participate in the UCAS Extra scheme.

Please contact ugenq@lubs.leeds.ac.uk for further information on late and UCAS Extra applications.

3.2 Access to Leeds and Realising Opportunities scheme

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two of the following criteria are eligible to apply for the Access to Leeds scheme:

- From a household with an annual income of £25,000 or below OR in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education
- Attends, or have attended, a school which achieved less than the national average of 5 A* to C passes (including English & Maths) at GCSE
- Only option is to attend a local university
- Studies disrupted by circumstances in their personal, social or domestic lives
- Live in a geographical area with low levels of progression onto higher education
- Living or grew up in public care.

Access to Leeds applicants receive additional consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be the equivalent of two A-level grades (across two of three A-levels, if taken) below their standard offer, conditional upon successfully completing the Access to
Leeds module and making the University of Leeds their firm choice. Access to Leeds students are eligible for an Access to Leeds offer if they meet the University’s GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C (or equivalent) in the requested subject area. For more information on Access to Leeds please refer to http://www.leeds.ac.uk/A2L

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

3.3 Deferred applications/ Gap-Year

Leeds University Business School will accept applications for deferred entry. We welcome applications from applicants who are intending to undertake a Gap Year. We encourage such applicants to make use of the personal statement section of the UCAS application form to explain their reasons for taking a Gap Year.

3.4 Re-sits/ Re-applications

Leeds University Business School will typically consider applications from applicants who have made a re-application and / or re-sat examinations.

Applicants re-sitting any part of a qualification should make this clear on their UCAS application form under section 5B. QUALIFICATIONS NOT YET COMPLETED OR CERTIFICATED.

Typically we expect candidates to have completed their A Level or equivalent qualifications within 3 consecutive years. If this has not been the case, then we advise that the academic referee provides further information as to reasons for this within their reference on the UCAS form.

3.5 Early Examinations

Leeds University Business School 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 UCAS form.

3.6 Cashed in AS Levels

The University of Leeds is committed to ensuring that applications are considered holistically. We take a broad view of the full information available in the UCAS application form and use all the information provided as part of our decision making process. We therefore strongly encourage all applicants to declare their cashed in AS results.

However, we recognise that some A Level students will no longer sit AS levels. Therefore, AS results will not be used as part of the selection process for Leeds University Business School programmes.
3.7 Internal transfers

Leeds University Business School will accept applications from students who wish to transfer internally to Level 1 of our programmes after commencing Level 1 of another programme at the University of Leeds, providing places are available. The entry requirements remain the same as our current standard Level 1 entry requirements and we would expect to receive a personal statement reflecting the reasons why the student wishes to transfer programmes and a reference letter from their current personal tutor. Applications from within the University for Level 1 are processed internally and not through UCAS. The deadline by which to apply is 30th June 2016. Please contact ugenq@lubs.leeds.ac.uk for further information.

The deadline of the 30th June 2016 also applies to candidates holding a study offer outside of the Business School for entry in September 2016 who wish to change their Firm choice to the Business School.

3.8 Advanced Entry

Leeds University Business School does not accept applications from applicants who are seeking advanced entry. All applications must be made to the first year. The only exception to this is for those applicants applying for advanced entry through a formal articulation route with one of our recognised partner institutions (See http://business.leeds.ac.uk/undergraduate/international-students/direct-entry-2-2/)

3.9 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. For the current range of Joint Honours programmes offered at the University of Leeds please refer to http://www.leeds.ac.uk/info/125070/wealth_of_opportunities/428/joint_honours

3.10 Extended degree programmes

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University’s extended degree programmes with foundation year. Please see Appendix A of the University of Leeds undergraduate admissions policy, or the Lifelong Learning Centre website for details http://www.llc.leeds.ac.uk/course-directory.

3.11 Age and Safeguarding

The University recognises someone’s age or safeguarding position may need to be taken into account. For full details of the University policy please see http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf

3.12 International/ Overseas students

All applications from international students are considered in line with our standard entrance requirements, (typically expressed as GCE A-level qualifications) and we would expect predicted grades to be of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for Leeds University Business School are detailed in the University of Leeds Undergraduate Admissions Policy. Further information for prospective international applicants can be found on our website at http://www.leeds.ac.uk/international/
**3.13 Mature applicants**

Mature students wishing to study on a full-time basis should apply using the standard UCAS process (See section 3.1). Applicants are assessed on the basis of their UCAS form, as detailed in section 4. An interview may also be offered as part of the entry process.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact: lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

**3.14 Part time applicants**

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre rather than through UCAS.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact: lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

**3.15 Disabled applicants**

Leeds University Business School welcomes applications from disabled people\(^1\). The University will make appropriate adjustments, to try to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgment about an individual applicant’s academic suitability will be kept separate from any consideration of the applicant’s disability-related support requirements.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for the University to make appropriate adjustments. 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 through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied 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 4.11 of the University’s Undergraduate admissions policy (http://www.leeds.ac.uk/admissionspolicy)

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 www.equality.leeds.ac.uk.

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\(^1\) 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 of 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.
3.16 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. The School sees health-related issues as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

Applicants with a health-related issue should contact the School as soon as possible if their health is likely to impact on their ability to engage with the admissions process.

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 also welcome to contact the School to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances. 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. You are welcome to notify (via a verified statement) the relevant admissions office of the circumstances. It will however be assumed that the exam board will take the circumstances into consideration and these may not be considered when making an offer or in the August results period.

3.17 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.

3.18 Criminal convictions

The University has a Policy statement on students with criminal records http://www.leeds.ac.uk/secretariat/student_cases.html. 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.

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2 Which are not classed as a “disability”. 
Section 4: Admissions Requirements

4.1 Admissions intake

Details are given below of the typical annual intake through UCAS for Leeds University Business School programmes. The figure given is for Home (UK) students, including mature students and those from the European Union. International fee-paying students are considered separately and are not included in these figures.

4.2 Competition for places

Leeds University Business School programmes are generally very popular and we typically receive in excess of 4000 applications for around 450 Home/EU places. Most of our applicants have an excellent academic record, typically AAA/AAB at A Level combined with good GCSE grades in English and Mathematics.

4.3 Selection process

All applications must be made online through the Universities and Colleges Admissions Service (www.ucas.com). 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.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of marital status, gender, gender re-assignment, race (including colour, nationality, national origin or ethnic origin) disability, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

4.4 Academic entrance requirements

Leeds University Business School welcomes applications from applicants studying a range of equivalent Level 3 qualifications where students have the potential to succeed on their chosen degree course. Please see http://business.leeds.ac.uk/undergraduate/entry-requirements/ for confirmation of our entry requirements and accepted qualifications.

Entry requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year’s cohort and in response to re-structures in qualifications and changes in syllabi.

4.5 Personal statement advice

The personal statement of the UCAS 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. If a candidate has dyslexia they should declare this on the UCAS application form and this will then be taken into consideration alongside the University’s policy for disabled applicants (see 1.15). It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. Read our Hints and Tips for ideas on what to include at http://business.leeds.ac.uk/undergraduate/how-to-apply/.
Section 5: Offers

Offers are made 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 UCAS 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 Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject applicants who already hold or are predicted lower than the typical academic entry requirement, and also many applicants who meet the non-academic requirements.

5.2 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 to the Undergraduate Admissions Tutor and signed by the applicant. Generally where applicants request feedback on why they have not been admitted, feedback will be given in the Spring after the standard UK/EU admissions cycle is complete.

Leeds University Business School will not enter into discussion relating to the outcome of individual applications with anyone other than the applicant themselves unless the applicant provides written permission for the Business School to discuss this with another person (i.e. a parent). This policy is in accordance with the Data Protection Act 1998.

5.3 Complaints

Leeds University Business School will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Undergraduate Admissions Policy.

Applicants who wish to challenge a decision to reject their application should write to the Dean of the Business School detailing the nature of their complaint. 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: http://www.leeds.ac.uk/info/30335/open_days

6.2 Post-application visit days

All applicants to whom we have made offers are invited to attend a Leeds University Business School offer holder open day. Attendance is not compulsory and does not form part of the selection process. The purpose of an offer holder open day is to enable applicants to familiarise themselves with the department and the programme of study in order that they are able to make an informed choice about whether or not to accept their offer. Unless you are specifically informed in advance, you will not be required to undertake an interview as part of this visit.

The offer holder open days are different from the University open days and applicants are recommended to attend.
Section 7: Scholarships & funding

The University of Leeds has one of the most comprehensive financial support packages available. One in three students qualifies for a bursary and in addition we have a series of scholarships. For further information about scholarships available and other types of financial support visit www.leeds.ac.uk/yourfinances

Leeds University Business School have several scholarships available for Home (UK) / EU and international students and details of these can be found on the Business School’s website at: http://business.leeds.ac.uk/undergraduate/scholarships/
Section 8: Contact details

8.1 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:

Course Enquiries,
University of Leeds,
Leeds,
LS2 9JT
Telephone - +44 (0) 113 343 2336
Email - study@leeds.ac.uk
Web –www.leeds.ac.uk/undergraduate

8.2 Post-application enquiries

Admissions enquiries specific to Leeds University Business School should be directed to ugenq@lubs.leeds.ac.uk.

*Updated by the Leeds University Business School Undergraduate Admissions Team, May 2015*