

**UNIVERSITY OF LEEDS**  
**Leeds University Business School**

**ADMISSIONS POLICY**  
**2017**

This document outlines the Leeds University Business School Admissions Policy for 2017 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

BSc Banking 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 Finance

BSc International Business and Marketing

## **1. Principles**

Leeds University Business School 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**

Leeds University Business School 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 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](http://www.ucas.com)) by the 15th January 2017. Leeds University Business School may continue to consider 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](http://www.ucas.com)) by the 30th June 2017. 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](mailto: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 and 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 special consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be the equivalent of two A-level grades (across two of three A-levels, if taken) or an equivalent reduction where alternative qualifications are offered, below the 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 special consideration and alternative offer as Access to Leeds applicants.

### **3.3 Deferred applications / Gap-Year**

Leeds University Business School will consider applications for deferred entry. We also 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 on 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 examinations. 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 consider 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 30<sup>th</sup> June 2017. Please contact [ugenq@lubs.leeds.ac.uk](mailto:ugenq@lubs.leeds.ac.uk) for further information.

The deadline of the 30<sup>th</sup> June 2017 also applies to candidates holding a study offer outside of the Business School for entry in September 2017 who wish to change their Firm choice to the Business School.

### **3.8 External Transfers and Advanced Entry**

Leeds University Business School does not accept applications from applicants who are seeking advanced entry into Level 2. 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/entry-requirements/direct-entry/>)*

### **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 by the University of Leeds please refer to [http://www.leeds.ac.uk/info/128009/types\\_of\\_course/35/joint\\_honours](http://www.leeds.ac.uk/info/128009/types_of_course/35/joint_honours)

Please note that once you have commenced a Joint Honours programme it may not always be possible to transfer onto a Single Honours programme relating to one of the subjects when progressing between levels 1 and 2; further study of the single subject may be required in advance of a transfer.

### **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 young age (if under 18) 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](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 can be found at: <http://business.leeds.ac.uk/undergraduate/entry-requirements/english-language-requirements/>. 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 procedure (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](mailto:lifelonglearning@leeds.ac.uk), phone 0113 343 3212 or see [www.llc.leeds.ac.uk](http://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](mailto:lifelonglearning@leeds.ac.uk), phone 0113 343 3212 or see [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk).

### **3.15 Disabled applicants**

Leeds University Business School welcomes applications from disabled people<sup>1</sup>. The University will make appropriate 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 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.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. 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. 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. Disabled Students' Assessment and Support can be contacted at [disability@leeds.ac.uk](mailto: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](http://www.equality.leeds.ac.uk).

### **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 University sees health-related issues<sup>2</sup> as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

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<sup>1</sup> The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact 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.

<sup>2</sup> Which are not classed as a "disability".

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

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

Where those circumstances are affecting, or have affected, current studies the correct course of action would be to notify the relevant exam board of those circumstances. Whilst you are 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.

### **3.17 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/documents/applicants\\_students\\_criminal\\_record.pdf](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.

## **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 6000 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](http://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 their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

### **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 3.15). It is essential that

applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. Please see the 'Writing your personal statement' section - including 'Hints and Tips' - of our How to Apply guidance 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. 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 students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. The UCAS forms of applicants who are unsuccessful in gaining a place on their chosen programme may be passed to the admissions tutors for other courses in which the applicant may be interested.

### **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 Director of Taught Admissions 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. 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 [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](http://www.leeds.ac.uk/info/30335/open_days)

### **6.2 Post-offer 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 visit day is to enable applicants to familiarise themselves with the School 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.

## **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 <http://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](mailto:study@leeds.ac.uk)  
Web [www.leeds.ac.uk/undergraduate](http://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](mailto:ugenq@lubs.leeds.ac.uk).

*Updated by the Leeds University Business School Undergraduate Admissions Team, May 2016.*