

**UNIVERSITY OF LEEDS**  
**FACULTY OF ENVIRONMENT**  
**TAUGHT POSTGRADUATE ADMISSIONS POLICY**  
**2016 ENTRY**

This document outlines the Faculty of Environment Taught Postgraduate Admissions Policy for 2016 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](http://www.leeds.ac.uk/pgtadmissionspolicy) ) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Faculty of Environment Taught Postgraduate Admissions Policy applies to the following programmes:

School of Geography

MSC River Basin Dynamics and Consultancy

MSC GIS \*

MSC River Basin Dynamics and Management with GIS \*

MA Global Urban Justice \*

MA Social and Cultural Geography \*

MA Activism and Social Change \*

MSC/PGD/PGC GIS (Distance learning)

School of Earth and Environment

MOR Climate and Atmospheric Science

MSC Engineering Geology \*

MSC Exploration Geophysics

MSC Structural Geology with Geophysics \*

MSC Petroleum Geology with Geophysics

MSC Petroleum Exploration

MSC Climate Change and Environmental Policy \*

MSC Environment and Development \*

MSC Sustainability and Business \*

MSC Sustainability and Consultancy \*

Institute of Transport Studies

MA/PGD Transport Economics \*

MSC/PGD Transport Planning and the Environment \*

MSC/PGD Sustainability in Transport \*

MSC/PGD/PGC Transport Planning \*

MSE/PGD Transport Planning and Engineering \*

*\*These programmes are offered part time. Please follow the application process as detailed below.*

## **1. Principles**

The Faculty of Environment 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**

The Faculty of Environment 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 How to apply**

All applicants for taught postgraduate programmes are encouraged to apply online at [http://www.leeds.ac.uk/info/20022/postgraduate\\_taught](http://www.leeds.ac.uk/info/20022/postgraduate_taught). If applicants apply online it is possible to track the application at each stage of the process.

### **3.2 General entrance requirements**

The typical entrance requirement for the Faculty of Environment 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 are advised to check with the relevant School prior to applying. 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.

For programme specific entry requirements please visit the relevant website based on the School you are applying to:

School of Geography - <http://www.geog.leeds.ac.uk/study/masters/>

School of Earth and Environment - <http://www.see.leeds.ac.uk/admissions-and-study/masters-degrees/>

Institute of Transport Studies - <http://www.its.leeds.ac.uk/courses/masters/>

### 3.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. The Faculty of Environment will only assess applications which are complete before the application closing date.

The following programmes operate an application closing date:

MSC Engineering Geology

MSC Exploration Geophysics

MSC Structural Geology with Geophysics

Please check the School of Earth and Environment website (shown in section 3.2 above) for the closing date. If you intend to apply for funding, you should submit an application for a place at least one month before any specific scholarship deadline.

**International students are particularly advised to submit applications as early as possible to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK. Furthermore, an offer of a place is needed for many of the scholarships available to international students and closing dates can often be early in the year.**

### 3.4 International/ Overseas students

All applications from international students are considered in line with our standard entrance requirements. Proof of English Language proficiency will be required and minimum levels and approved tests for the Faculty of Environment are detailed in the University of Leeds Taught Postgraduate Admissions Policy [www.leeds.ac.uk/pgtadmissionspolicy](http://www.leeds.ac.uk/pgtadmissionspolicy)

Admissions staff are experienced in considering a wide range of international qualifications against programme entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the School admissions office directly.

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

### 3.5 Admissions intake

All programmes within the Faculty of Environment 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.

Programmes within the Faculty of Environment are generally very popular we often receive a greater number of applications than the number of places available

## **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 Faculty of Environment.

Relevant work experience may also be taken into account, particularly when the standard academic qualifications are not met.

### **4.1 Interviews**

The Faculty of Environment does not typically undertake interviews with applicants; however, in certain circumstances programme leaders may invite an applicant to interview as part of the selection procedure. This may allow us to further assess the applicant's aptitude and interest in the programme in the cases where the applicant's circumstances are not straightforward.

If invited to interview, you will receive an email invitation from the Faculty to attend an interview on a specific date. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis or via Skype, video conferencing or telephone particularly for overseas applicants.

### **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 where required, proof of English Language as detailed in section 3.4. Applicants may also be required to submit 2 academic references and a personal statement along with any application. Applicants for MSc Structural Geology with Geophysics or MA Transport Economics may be requested, post application, to complete and submit an entry test.

The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made.

### **4.3 Unsuccessful applicants**

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 and signed by the applicant or via email from the email address listed on their application form to the relevant Admissions Contact listed below.

School of Geography - [geo-tpg-enq@leeds.ac.uk](mailto:geo-tpg-enq@leeds.ac.uk)  
School of Earth and Environment - [apply-masters@see.leeds.ac.uk](mailto:apply-masters@see.leeds.ac.uk)  
Institute of Transport Studies – [courses@its.leeds.ac.uk](mailto:courses@its.leeds.ac.uk)

Feedback provided will include a reason for rejection and, if possible, ways to meet entry requirements in the future.

The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy.

#### **4.4 Complaints**

The Faculty of Environment 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. Applicants who wish to challenge a decision to reject their application should write to the Head of School of the School running the programme being applied for as laid out below, detailing the nature of their complaint.

The complaint must typically be made within 14 working days of receipt of rejection. On receipt of a complaint, the Head of School will review the decision to reject the applicant. Following this review the Head of School will write to the applicant giving grounds for their decision.

Applicants who have complained to the Head of School and remain dissatisfied may submit their complaint to the University's Student Complaints Officer. This Officer will not review academic judgements that have been made but will review matters relating to process. The University's Student Complaints Officer will report the outcomes of any reviews they conduct to the Taught Student Recruitment Committee.

School of Geography – Prof David Bell ([D.J.Bell@leeds.ac.uk](mailto:D.J.Bell@leeds.ac.uk))  
School of Earth and Environment – Prof Simon Bottrell ([S.Bottrell@leeds.ac.uk](mailto:S.Bottrell@leeds.ac.uk))  
Institute of Transport Studies – Prof Greg Marsden ([G.R.Marsden@leeds.ac.uk](mailto:G.R.Marsden@leeds.ac.uk))

#### **4.5 Disabled applicants**

The Faculty of Environment welcomes applications from disabled people<sup>1</sup>. The University will make appropriate adjustments, to help ensure that disabled applicants have full and equal access to our admissions procedures and programmes. The judgment about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.

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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.

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 reasonable 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, to discuss any support requirements they may have in relation to the programme for which they have applied.

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/university-policies-2/](http://www.equality.leeds.ac.uk/university-policies-2/).

#### **4.6 Applicants with a health-related issue or other mitigating circumstance**

This section deals with health-related issues,<sup>2</sup> which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions Tutor 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 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.

#### **4.7 Deferred Applications**

The Faculty of Environment 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 Academic School. Deferral of a place to study is at the discretion of the Faculty of Environment 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 normally be required to reapply. Any offer made will not be subject to change.

#### **4.8 Applicants wishing to reapply**

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.

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

## 4.9 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/student\\_cases.html](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.

## 5. Opportunities to visit

### 5.1 School open days

Details of School level open days can be found on our website at:

School of Geography - <http://www.geog.leeds.ac.uk/study/masters/Open%20Days/>

School of Earth and Environment - <http://www.see.leeds.ac.uk/admissions-and-study/masters-degrees/open-days/>

Institute of Transport Studies - <http://www.its.leeds.ac.uk/courses/masters/openday/>

## 6. Scholarships & funding

The University of Leeds currently offers a wide range of scholarships and studentships that provide funding for students to undertake postgraduate study at the university. These range from partial funding towards academic fees to fully funded awards which also provide a living allowance.

### 6.1 University Scholarships

Postgraduate students at Leeds benefit from around £10m of funding from the University and externally. **Postgraduate scholarships** are available to international, UK and EU students and you may be eligible.

### 6.2 School level scholarships information

Further details of School level scholarships can be found on our website at:

School of Geography - <http://www.geog.leeds.ac.uk/study/masters/funding/>

School of Earth and Environment - <http://www.see.leeds.ac.uk/admissions-and-study/masters-degrees/admissions-and-study/fees-scholarships/>

Institute of Transport Studies - <http://www.its.leeds.ac.uk/courses/masters/fees-scholarships/>

## **7. Contact details**

### **Application enquiries**

Admissions enquiries to the Faculty of Environment should be directed to:

School of Geography - [geo-tpg-enq@leeds.ac.uk](mailto:geo-tpg-enq@leeds.ac.uk)

School of Earth and Environment - [apply-masters@see.leeds.ac.uk](mailto:apply-masters@see.leeds.ac.uk)

Institute of Transport Studies – [courses@its.leeds.ac.uk](mailto:courses@its.leeds.ac.uk)

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