

UNIVERSITY OF LEEDS
SCHOOL OF EARTH AND ENVIRONMENT
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2013 ENTRY

This document outlines the School of Earth and Environment Taught Postgraduate Admissions Policy for 2013 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2013 University of Leeds Taught Postgraduate Admissions Policy (downloadable from our website at <http://www.leeds.ac.uk/admissionspolicytp>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Earth and Environment Taught Postgraduate Admissions Policy applies to the following programmes:

MSc Exploration Geophysics
MSc Engineering Geology*
MSc Structural Geology with Geophysics

MRes Climate and Atmospheric Science*

MSc Sustainability (Business, Environment & Corporate Responsibility)*
MSc Sustainability (Climate Change)*
MSc Sustainability (Ecological Economics)*
MSc Sustainability (Environmental Consultancy & Project Management)*
MSc Sustainability (Environment & Development)*
MSc Sustainability (Environmental Politics & Policy)*
MRes Sustainability Research*

*these programmes can be studied on a part-time basis, please follow the application process as detailed below.

1. Principles

The School of Earth and 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. Admissions Requirements

2.1 Selection principles

The selection criteria must treat all students fairly and not discriminate unlawfully on grounds of marital status or civil partnership, gender, gender re-assignment or transsexual status, race (including colour, nationality, national origin or ethnic origin) disability, 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.

2.2 Application process

2.2.1 How to apply

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

2.2.2 General entrance requirements

The typical entrance requirement for the School of Earth and Environment is a good undergraduate honours degree of at least an 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 applicants should visit the School of Earth and Environment Programme Pages at: www.see.leeds.ac.uk/study/masters

Applications can be considered with a lower classification than our typical entrance requirements where there is substantial relevant industry experience; applicants in this case should pay particular attention to their Curriculum Vitae (CV)/Résumé, including full details of their work experience, and to their Statement of Motivation paying particular attention to explaining any change in career or academic direction. A work reference can also be accepted in such cases as substitute for one of the academic references.

Applicants unsure if they meet the criteria should email a copy of their CV/Résumé to the School Admissions Office in the first instance: apply-masters@see.leeds.ac.uk

2.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes, and should note that the normal University deadlines for receipt of applications for entry in 2013 are as follows:

International applications – 31 August 2013

Home/EU applicants – 10 September 2013

Some programmes have specified closing dates and applicants are advised to check these prior to submitting an application. For further details of closing dates in the School of Earth and Environment check the 'When to Apply' section of the School's Admissions web pages.

International applicants are advised to apply no later than the end of May in the year in which they wish to enrol, to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK.

2.4 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 School of Earth and Environment are detailed on the School's 'Entry Requirements' web page.

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>.

2.5 Admissions intake

All programmes within the School of Earth and Environment aim to recruit the highest calibre students, with all places awarded on merit. The programmes have a maximum intake based on pedagogical and safety criteria. To ensure a place we encourage early applications.

Programmes within the School of Earth and Environment are generally very popular we often receive a greater number of applications than the number of places available.

3.0 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 School of Earth and Environment.

Relevant voluntary or work experience may assist an application to a Taught Postgraduate programme at the School of Earth and Environment, particularly if it is in an industry directly related to the intended programme of study, recent, and of more than three years in duration. All applicants should include a CV/Résumé with their application that details any such experience (see also section 2.2.2).

However, the absence of relevant work experience will not count against the success of an application from any individual who satisfies the standard academic entrance requirements.

3.1 Interviews

The School of Earth and Environment do 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 cases where the applicant's circumstances are not straightforward, or where the applicant is to be considered for programme specific industry sponsorships in the case of the MSc Exploration Geophysics or MSc Structural Geology with Geophysics Programmes.

If invited to interview, you will receive an email invitation from the School 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, as part of a programme specific open day event or via Skype, video conferencing or telephone particularly for overseas applicants.

Applicants invited to interview for industry sponsorships will generally be invited to attend the University for an afternoon; the visit usually includes a tour of the building, refreshments and an informal interview conducted by the programme leader and/or a member of staff associated with the Masters Programme.

For further details of industry related interviews please contact the relevant programme leader or the School admissions office.

3.2 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 2.4, as well as the following supporting documents:

- CV/Resume
- Statement of motivation
- Transcript/academic qualifications
- References (usually academic but in certain circumstances work references can also be accepted)
- Performance at interview – where relevant (see section 3.1)
- Entrance Exam* (for overseas applicants and non-standard UK/EU applications)

*for the MSc Structural Geology with Geophysics programme only – the purpose of this examination is to ensure that applicants begin this programme with an appropriate level of background knowledge.

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

3.3 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 to the relevant Admissions Contact, using the contact details below, and signed by the applicant.

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

Taught Postgraduate Admissions Officer

School of Earth and Environment
University of Leeds
Leeds
LS2 9JT
UK

Email: apply-masters@see.leeds.ac.uk

3.4 Complaints

The School of Earth and 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, Professor Andy Dougill at the address above in section 3.3, detailing the nature of their complaint.

The complaint must normally be made within 14 days. 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.

3.5 Disabled applicants

The School of Earth and Environment welcomes applications from disabled people¹. The University will make reasonable 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.

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.

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 Disability Team (part of the University's Equality 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 Diversity which is available from the University's Equality Service at www.equality.leeds.ac.uk.

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

This section deals with health-related issues,² 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.

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.

3.7 Applicants wishing to defer/reapply

Deferral of a place to study is at the discretion of the academic School and is strictly limited to a maximum of one academic year. Applicants who are unable to take up their offer of a place on a Taught Postgraduate programme can defer their application for one year providing they have met all the conditions of their offer except for English Language Certificate. If an applicant wishes to defer for more than one year then they will be required to reapply.

3.8 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/AAandR/st_crim_rec.htm. 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.

² In contrast with disability issues, health issues are generally shorter-term (lasting less than 12 months) and have a less significant impact on a person's ability to carry out normal day-to-day activities.

4.0 Opportunities to visit

4.1 University open days

The School of Earth and Environment typically holds Masters Open Days in November, January and March. Attendance is not compulsory and is not part of the selection process. Details of dates and arrangements can be found via the Open Day Page on the School Website www.see.leeds.ac.uk/study/masters

Ad hoc visits may be arranged depending on staff availability, contact the admissions office at apply-masters@see.leeds.ac.uk in the first instance.

The MSc Structural Geology with Geophysics Programme holds a bespoke event in March for pre and post applicants, interviews may be held during the day for scholarship purposes.

5.0 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.

5.1 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.

5.2 Faculty/ school level scholarships info

Further details of School of Earth and Environment Excellence scholarships can be found on our website at: <http://www.see.leeds.ac.uk/mastersscholarships/>

6.0 Contact details

Application enquiries

Admissions enquiries to the School of Earth and Environment should be directed to:

Miss Lynsay McAlister
Taught Postgraduate Admissions Officer
School of Earth & Environment
University of Leeds
LEEDS
LS2 9JT, UK

Telephone: +44 (0) 113 343 8109
Fax: +44 (0) 113 343 5259
Email: apply-masters@see.leeds.ac.uk

School information last updated by Lynsay McAlister on 08/05/2012