

**UNIVERSITY OF LEEDS****SCHOOL of EARTH and ENVIRONMENT****Undergraduate Admissions Policy – 2013**

This document outlines the Admissions Policy for Undergraduate entry to the School of Earth and Environment<sup>1</sup> in 2013. It supports the admissions principles and policies of the University of Leeds, as outlined in the [University of Leeds Undergraduate Admissions Policy 2013](#) and should be considered alongside that document. This policy will be reviewed annually. The School's Admissions Policy for 2013 applies to the following 17 programmes:-

F600	BSc Geological Sciences
F601	MGeol BSc Geological Sciences (International)
F634	BSc Geological Sciences (Industrial)
F640	BSc Geophysical Sciences
F641	MGeophys BSc Geophysical Sciences (International)
F646	BSc Geophysical Sciences (Industrial)
F790	BSc Meteorology and Climate Science
F791	MEnv BSc Meteorology and Climate Science (International)
F760	BSc Meteorology and Climate Science (Industrial)
F7M0	BSc Sustainability and Environmental Management
F750	MEnv BSc Sustainability and Environmental Management (International)
FD46	BSc Sustainability and Environmental Management (Industrial)
F851	BSc Environmental Science
F856	MEnv BSc Environmental Science (International)
F647	BSc Environmental Science (Industrial)
FN8C	BA Environment and Business
FN51	BA Environment and Business (Industrial)

**Application process****1. UCAS process**

All full time undergraduate applications will normally be made online through the [Universities and Colleges Admissions Service](#) by 15 January 2013.

The School, however, may accept applications made up to 30th June 2013 ('Late' or 'Post 15 January' applications) and usually participates in the UCAS Extra scheme.

**2. Access to Leeds and Realising Opportunities scheme**

The School is committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who have experienced disadvantage will be flagged to admissions tutors through the [Access to Leeds](#) (A2L) and Realising Opportunities (RO) schemes, using a combination of educational

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<sup>1</sup> Referred to in the remainder of this policy document as The School  
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context, social factors and personal circumstances. Admissions staff can then assess the A2L or RO applicant's potential using this contextual evidence and students who receive an offer will also receive an alternative offer that is equivalent to **two** A-level grades below the standard offer (across two of three A-Levels, if taken) and it is conditional upon successful completion of the University of Leeds A2L or RO module. Access to Leeds applicants must also make the University of Leeds their firm choice. Applicants to either scheme will be eligible for an A2L offer provided 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. gaining at least a GCSE grade C (or equivalent) in Mathematics and English Language. For more information on Access to Leeds, please follow the link above.

### **3. Deferred applications / Gap-Year**

The School will accept applications for deferred entry and welcomes applicants who are intending to take a Gap Year. We encourage such applicants to make use of the personal statement section of the UCAS application to explain their reasons for taking a Gap Year.

### **4. Re-sits / Re-applications**

The School normally accepts applications from applicants who are re-applying, and/or who have re-taken, or are re-taking qualifying examinations.

### **5. Cashed-in AS levels**

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

### **6. Internal transfers**

The School normally considers applications from current students at the University of Leeds who wish to transfer internally, provided places are available ([see Section 19](#))

### **7. Joint Honours applications**

In addition to the Earth and Environment programmes listed above, the Faculty of Environment offers a programme which combines study in Geology with Physical Geography. Applications for admission to this programme (FF68 BSc Geography-Geology) are administered by the School of Geography.

See [www.leeds.ac.uk/coursefinder](http://www.leeds.ac.uk/coursefinder) for further information and entry requirements.

The School of Earth and Environment does not offer any other joint programmes.

### **8. Applications from minors and vulnerable persons**

The University recognises that, in some cases, careful consideration may need to be given to someone's age or position as a vulnerable adult when applying for certain programmes. The School is particularly mindful of considerations in relation to the range of learning and teaching experiences provided in our programmes, such as laboratory classes and field work, both in the UK and overseas.

The School, therefore, provides appropriate support and guidance for such individuals during the application stage and after they commence their studies. The School may also refer students to other sources of support and guidance within the University where appropriate.

For full details of the University's policy please see

[http://www.leeds.ac.uk/secretariat/documents/safeguarding\\_policy.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf)

### **9. International/ Overseas applicants**

All applications from international students are considered in line with our standard entrance requirements (expressed as English GCE A-level qualifications) and we expect predicted grades to be of an equivalent level. The University requires applicants to provide proof of English Language proficiency in line with the requirements of the UK Borders Agency: approved tests and minimum levels of proficiency are detailed in the University of Leeds Undergraduate Admissions Policy. In IELTS, for example, the School requires applicants to achieve at least 6.0 overall, and at least 5.5 in each of the four elements of the test: other qualifications are accepted. Further information for prospective international applicants can be found on the [Leeds International Students' website](#).

## 10. Mature applicants

The School of Earth and Environment welcomes applicants who may have had a period away from full-time education, and is happy to assess such applicants, where appropriate, by means of an interview and/or written tests. The School takes account of existing academic qualifications, relevant experience in the workplace or elsewhere, personal motivation for study, etc. Prospective applicants may contact the Undergraduate Admissions Administrator<sup>1</sup> for advice before submitting a UCAS application. Mature applicants are normally interviewed as part of the selection process, and may be required to produce a written piece of work, particularly if a significant period of time has elapsed since their last period of academic study.

Support is available through the University's 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: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk), phone 0113 343 3212 or check the [Life Long Learning Centre](#) webpages.

## 11. Part time applicants

Applications for part-time undergraduate study should be made directly to the University of Leeds Lifelong Learning Centre (LLC) rather than through UCAS. Fees, payment of fees and financial support, and a number of other arrangements are different for part-time undergraduate study.

Support available through LLC 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.

All programmes offered by the School can be studied on a part-time basis, usually taking around 60 credits per year over a period of 5-6 years. Applicants are reminded that they must be able to adhere to timetables which have been arranged for full-time students; as a consequence, it is not possible to attend the School's programmes on a day-release basis.

For further details, see the [Life Long Learning Centre](#) website, phone LLC on 0113-343 3212 or contact them via [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk).

## 12. Applicants with disabilities

The School welcomes applications from disabled people<sup>2</sup>. The University will make reasonable adjustments to help ensure that all 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.

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<sup>2</sup> The University of Leeds 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.

Applicants are invited to indicate their disability status on their application and we strongly encourage applicants to disclose the nature of any disability. Where a candidate chooses not to disclose the nature of their disability it may be more difficult, or perhaps impossible, for the University to make adjustments. When an application has been submitted to UCAS, disabled applicants are also advised to contact the University's Disability Team (part of the University Equality Service<sup>1</sup>), to discuss any support they may require in relation to the programme for which they have applied. The School's disability adviser<sup>2</sup> is also available to discuss necessary support or adjustments in the School.

If an applicant has faced exceptional circumstances because of their disability, and wishes the University to take these into account when considering their application, they should refer to section 4.12 of the [University's Undergraduate Admissions Policy](#).

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](http://www.equality.leeds.ac.uk)

In line with the Equalities Act 2010, the School adopts a broad definition of disability. It considers, for example, applicants with dyslexia, long-term mental health conditions or Asperger's Syndrome, as well as those who are blind, partially-sighted, deaf, hard-of-hearing or who have a physical impairment. The School responds to individual requests for adjustments from applicants or students, and is also proactive in ensuring that its admissions procedures and any related events (for example, School and University open days) are as accessible as possible.

The School aims to maximise the number of instances where the process of adjustment results in a learning experience identical to that of other students. Where this is not possible, the School and the Equality Service will work proactively with the student to provide as close an equivalent experience as possible. This alternative learning experience may not, however, meet the requirements of external accrediting bodies, for example, the Geological Society of London.

### **13. Applicants with a health-related issue or other mitigating circumstances**

The University of Leeds Undergraduate Admissions Policy also relates to applicants with a health-related issue. The School regards health-related issues<sup>3</sup> as distinct from disability-related issues, although an applicant with a disability 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. The School aims to be flexible in such circumstances and will work proactively with the student and with the Equality Service to provide as close an equivalent experience as possible. The School cannot, however, guarantee that the alternative experience will meet the requirements of external accrediting bodies, for example, the Geological Society. Where health issues allow, the School may be able to provide the student with an opportunity to gain the necessary experience for accreditation by re-taking modules at a later date.

If a candidate feels that their prior ill-health – or other personal circumstances, eg. bereavement or other difficult home or family circumstances – may have adversely affected their education, or the grades received in past examinations, they are encouraged 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 is to notify the relevant examination board. Applicants are encouraged to notify the School's Admissions Officer about the circumstances, via a verified statement. It will, however, be assumed that the exam board will take the circumstances into consideration in forwarding the evidence needed when the School is making an offer, or in the August results period.

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<sup>1</sup> [www.equality.leeds.ac.uk/](http://www.equality.leeds.ac.uk/)

<sup>2</sup> See Section 29

<sup>3</sup> 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

## Admissions intake

### 14. Admissions intake

In September 2013 the School will take approximately 193 full-time home/EU students through UCAS, including mature students. Students from outside the UK/EU are considered separately, and are not included in this figure.

### 15. Competition for places

The School's programmes are very popular and we receive around 900 applications each year for the 193 places available. Most applicants have an excellent academic record, typically in the range AAA to ABB in GCE A-level examinations (or equivalent qualifications), depending on the programme of study.

### 16. Selection process

All applications must be made online through the [Universities and Colleges Admissions Service \(UCAS\)](#). Academic grades typically 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 in the School of Earth and Environment.

The selection criteria must treat all students fairly and not discriminate unlawfully on grounds of marital status, gender, 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.

### 17. Academic entrance requirements

The 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 the School's [entry requirements](#) webpage for the list of programmes, entry grades and accepted qualifications.

Our offers exclude GCE A-levels in General Studies and Critical Thinking, although we may take these results into account at confirmation. The School also requires a minimum of English and Mathematics at GCSE Grade C, or equivalent qualification.

For more specific advice about entry requirements, applicants can contact the Admissions Office ([admissions@see.leeds.ac.uk](mailto:admissions@see.leeds.ac.uk)) prior to submitting an application.

Entrance requirements may be reviewed and amended at the end of an admissions cycle, based on the performance of the previous year's cohort.

### 18. Personal Statement advice

The personal statement on 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. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject.

The School wants to know why the applicant has selected a particular programme, what they will bring to it and what they expect to gain from it. The statement should show the applicant's academic preferences, as well as their skills, abilities and interests outside the academic environment, especially if these are relevant to the programme. Information about involvement in community or citizenship activities, group memberships and outdoor pursuits is also highly relevant. Applicants are expected to demonstrate accurate spelling and grammar.

## 19. Interviews

The majority of applicants to the School receive an offer based on their UCAS application form. All applicants to whom we have made an offer will be invited to visit the School on a post-application open day of their choice (between November and April) when they can talk informally with staff and students. All visiting prospective students will have a short, informal interview with a member of teaching staff, and in some cases this will be a selection interview (see below). This contact provides information about the School and its programmes, and also offers candidates an opportunity to discuss their academic and non-academic interests and to demonstrate their communication skills. In some instances the interests and skills demonstrated by applicants on Open Days may influence the School's decisions about those candidates who achieve borderline grades in their examinations.

**Selection interviews** The School requires certain categories of applicants to attend for a selection interview, either as a condition of the offer or before an offer can be made. Selection interviews normally take place during a post-application open day and the invitation will make this clear. Overseas applicants can come to the School for interview at a time to suit their travel arrangements; where a visit is impossible, arrangements can be made to interview by other means, usually Skype. The following applicants will be required to attend for interview:-

- **Applicants to four-year Integrated Masters programmes** (MEnv, MGeol, MGeophys). For these higher-level programmes, the School's offer normally includes conditions regarding the required grades and a satisfactory interview. If the applicant does not attend for interview, the School will offer a place on the related three-year programme.
- **Applicants to Industrial degrees** (eg, BA / BSc (Industrial) variants). The School's offer normally includes conditions regarding the required grades and a satisfactory interview. If the applicant does not attend for interview, the School will offer a place on the standard three-year programme. Students on the standard BSc programme may choose to work towards a place on the Industrial programmes during their first and second years of study.
- **Mature applicants**<sup>1</sup>. Admissions staff normally interview a mature applicant who has spent a significant number of years away from full-time education. The interview aims to establish the applicant's past experience and academic achievements, and to advise on any necessary academic preparation for Higher Education. It is an opportunity for the applicant to obtain more information about their programme, and to find out about sources of advice regarding other relevant issues.
- **Applicants for a part-time degree**<sup>2</sup>. Applicants for part-time study are advised to contact the School's Undergraduate Admissions Officer<sup>3</sup>. Applicants are normally required to attend for interview to explain their individual circumstances; the School will also ensure that the applicant understands the basis of any offer that may be made.

### Other non-standard applicants.

- **Applicants who are taking a specific course in preparation for higher education** (eg. Access to Higher Education Diploma). Access courses vary between providers and the purpose of the interview is to establish the content and level of study undertaken while also getting to know the applicant. Admissions staff may also advise the applicant about other aspects of their preparation for Higher Education.
- **Registered students of the University of Leeds**<sup>4</sup> who wish to transfer to the School of Earth and Environment from another course. Internal transfers may be accepted on the basis of their qualifications, an interview with Admissions staff and a satisfactory reference from their current Department.

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<sup>1</sup> See Section 10

<sup>2</sup> See Section 11

<sup>3</sup> See Section 28

<sup>4</sup> See Section 6

## 20. Offers

Before making an offer, the School assesses the information supplied on the UCAS form about previous qualifications and other indicators of the applicant's ability to meet the criteria for admission to the relevant programme of study, including performance at interview, if relevant.

The School's response is based on the known and expected strengths of the applicant, and may use the evidence of the applicant's performance in their interview/admissions test/foundation studies, as applicable. Offers are made on the basis of merit and the apparent ability of the applicant to meet the academic and non-academic criteria for admission to the appropriate programme of study. The [University of Leeds Undergraduate Admissions Policy](#) gives further details on the types of offers that are made.

In the event that a candidate holding a Firm offer does not meet the conditions of the offer in full, the School may still offer them a place on their first choice programme, or on an alternative programme either within the School or elsewhere in the University of Leeds. Criteria that may be used for confirming a place in these circumstances include:-

- Match of A-level subject choices to degree scheme
- Performance at interview where appropriate
- Information given on the UCAS form, including extracurricular activities and the reference provided by the school/college
- Performance in AS-level or other examinations not included in the offer (including General Studies A-level)
- Special circumstances, provided such information is made available by the applicant, or their school/college *in advance* of the publication of A-level or other relevant results

## Unsuccessful applications

### 21. Reasons for unsuccessful applications

Due to the volume of applications received, we may reject students who already hold, or are predicted to achieve, grades lower than the typical entry requirements. Applicants who are unsuccessful in gaining a place on their chosen programme may be considered for other courses within the School, or their application forms may be passed to admissions tutors of other courses in the University of Leeds which may be suitable.

### 22. Feedback

An unsuccessful applicant may wish to request feedback on the reason(s) for the outcome of their application. All requests for feedback must be made *in writing* to the School's Undergraduate Admissions Tutor and must be signed by the applicant. The University's policy on providing feedback to applicants can be found in the University of Leeds Undergraduate Admissions Policy.

### 23. Complaints

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

Applicants who wish to challenge a decision to reject their application should write to the Head of School:- Prof Andrew Dougill, School of Earth and Environment, University of Leeds, LEEDS LS2 9JT detailing the nature of their complaint. Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.



## **Opportunities to visit**

### **24. University open days**

The annual University of Leeds Pre-Application Open Days are usually held in June and October and are designed for prospective applicants, eg those about to enter their final year of A-level study, rather than those who have already applied via UCAS. Details can be found on our [Open Day](#) webpage.

### **25. Post-application open days**

All those who have applied to the School and have received an offer are invited to attend a post-application open day in the School. Attendance is not normally compulsory and does not form part of the selection process but our School strongly encourages applicants to visit. The purpose of the post-application Open Day is to help applicants to familiarise themselves with the School and with the programme of study, so that they can make an informed choice in respect of the School's offer.

Most applicants will have an informal interview as part of the School's open day. Some candidates, however, are required to attend a *selection interview*<sup>1</sup> during their open day visit; in this case, the invitation letter will state clearly that the applicant's interview constitutes part of the selection process and that any offer made will be dependent on the outcome.

### **26. Scholarships & funding**

The University of Leeds has one of the most comprehensive financial support packages available, One in three of our students qualifies for a bursary and, in addition, we offer a number of scholarships. For further information about available scholarships and other types of financial support visit the [Student Finance](#) webpages.

The School operates a system of non-competitive Attainment Prizes, based on performance. These are available to students who achieve and maintain first class marks, or whose performance improves significantly year-on-year. In addition, sponsored competitive scholarships are available to students on our four-year MGeol and MGeophys programmes.

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<sup>1</sup> See Section 19



**Contact details****27. General pre-application enquiries – Courses and Admissions**

**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: <http://www.leeds.ac.uk/howtoapply>

**28. Enquiries relating to study in the School of Earth and Environment**

**Joanne Siddons – Undergraduate Admissions Officer**  
 School of Earth and Environment  
 University of Leeds, LEEDS LS2 9JT  
 Tel: +44 (0) 113 343 6261/6719  
 Email: [admissions@see.leeds.ac.uk](mailto:admissions@see.leeds.ac.uk)  
 Web: [Earth & Environment Undergraduate Programmes Entry Requirements](#)

**29. Enquiries – Disability and Health Issues**

*For prospective undergraduate students:-*

**Katrina Firth –Student Support Officer**  
 School of Earth and Environment  
 University of Leeds  
 LEEDS LS2 9JT  
 Tel: 044 (0) 113 343 6722  
 Email: [k.firth@leeds.ac.uk](mailto:k.firth@leeds.ac.uk)

**Useful websites:****University of Leeds:**

<b>Access to Leeds scheme</b>	<a href="http://www.leeds.ac.uk/ace/access/access.htm">www.leeds.ac.uk/ace/access/access.htm</a>
<b>Admissions Policy</b>	<a href="http://www.leeds.ac.uk/admissionspolicy">www.leeds.ac.uk/admissionspolicy</a>
<b>Course enquiries</b>	<a href="http://www.leeds.ac.uk/info/20026/choosing_leeds/412/how_to_apply">www.leeds.ac.uk/info/20026/choosing_leeds/412/how_to_apply</a>
<b>Equality Service</b>	<a href="http://www.equality.leeds.ac.uk/">www.equality.leeds.ac.uk/</a>
<b>Finance</b>	<a href="http://www.leeds.ac.uk/info/30500/uk_and_eu_finances_2012">www.leeds.ac.uk/info/30500/uk_and_eu_finances_2012</a>
<b>Lifelong Learning Centre</b>	<a href="http://www.leeds.ac.uk/lifelonglearningcentre">www.leeds.ac.uk/lifelonglearningcentre</a>
<b>Overseas students ( outside the UK/EU)</b>	<a href="http://www.internationalstudentsupport.leeds.ac.uk/">www.internationalstudentsupport.leeds.ac.uk/</a>

**School of Earth and Environment:**

<b>Undergraduate Programmes</b>	<a href="http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/">http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/</a>
<b>Programme Entry Requirements</b>	<a href="http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/admissions-and-study/entry-requirements/">www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/admissions-and-study/entry-requirements/</a>
<b>School of Earth and Environment – Contact Undergraduate Admissions by email</b>	<a href="mailto:admissions@see.leeds.ac.uk">admissions@see.leeds.ac.uk</a>
<b>School of Earth and Environment - Programme Brochure 2013</b>	<a href="http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/brochures/">http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/brochures/</a>

**Miscellaneous:**

<b>UCAS</b>	<a href="http://www.ucas.com">www.ucas.com</a>
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