

**UNIVERSITY OF LEEDS**  
**SCHOOL OF EARTH AND ENVIRONMENT**  
**TAUGHT POSTGRADUATE ADMISSIONS POLICY**  
**2015 ENTRY**

This document outlines the School of Earth and Environment Taught Postgraduate Admissions Policy for 2015 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 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 and Business  
MSc Sustainability and Consultancy  
MSc Environment and Development  
MSc Climate Change and Environmental Policy

All of the above programmes are available to study on a part time basis. Interested applicants are advised to contact the School admissions office or programme leader(s) in the first instance to discuss access and attendance to the part time variants. The application process can be followed 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 School of Earth and 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.

## 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](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 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 School of Earth and Environment Programme Pages at; [www.see.leeds.ac.uk/study/masters](http://www.see.leeds.ac.uk/study/masters)

Applicants 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 and details of their current/previous studies to the School Admissions Office in the first instance: [apply-masters@see.leeds.ac.uk](mailto:apply-masters@see.leeds.ac.uk)

## 2.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes.

Some programmes are very popular and may operate an application closing date. Where there is a specific closing date for an Academic School, it will be stated on the [School Website](#) and applicants are advised to check this prior to submitting an application.

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.**

## **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 in the University of Leeds Taught Postgraduate Admissions Policy [www.leeds.ac.uk/pgtadmissionspolicy](http://www.leeds.ac.uk/pgtadmissionspolicy) and on the School of Earth and Environment [website](#).

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 allocation of student places is set for each programme on an annual basis.

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 an 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)

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 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, or where the applicant is to be considered for programme specific industry sponsorships in the case of the MSc Exploration Geophysics, MSc Structural Geology with Geophysics or MSc Engineering Geology.

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 or via Skype or telephone, particularly for applicants who are based overseas.

Applicants invited to interview for industry sponsorships will generally be invited by email to attend the University for a half or full day; the visit usually includes a programme talk, a tour of the building and facilities, refreshments and an informal interview conducted by the programme leader and/or a member of staff associated with the Masters Programme, industry representatives may also be present.

For further details of industry related interviews please contact the relevant programme leader or the School Admissions Office or visit our [industry scholarships webpage](#).

### **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/Résumé
- Statement of Motivation
- Transcript/academic qualifications
- References (usually academic but in certain circumstances work reference can also be accepted)
- Performance at interview – where relevant (see section 3.1)
- Entrance Exam\*

\*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 or via email to the

relevant Admissions Contact (see below) and signed by the applicant or sent from the email address listed on their application form.

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

Taught Postgraduate Admissions Office  
School of Earth and Environment  
University of Leeds  
Leeds  
LS2 9JT  
UK

Email: [apply-masters@see.leeds.ac.uk](mailto: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 Rob Mortimer, using the contact address in section 3.3, 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.

### **3.6 Disabled applicants**

The School of Earth and Environment welcomes applications from disabled people<sup>1</sup>. 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.

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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/).

### **3.7 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.

### **3.8 Applicants wishing to defer**

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 following the year of initial application. Applicants who are unable to take up their offer of a place on a Taught Postgraduate programme can defer their application for one academic 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 academic year then they will normally be required to reapply.

### **3.9 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”.

### **3.10 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.

## **4.0 Opportunities to visit**

### **4.1 University open days**

The School of Earth and Environment typically holds Masters Open Days in November and February. 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](http://www.see.leeds.ac.uk/study/masters). University-wide Postgraduate Open Days are also advertised on the [Central website](#).

Ad hoc visits to the School of Earth and Environment may be arranged depending on staff availability, contact the admissions office at [apply-masters@see.leeds.ac.uk](mailto:apply-masters@see.leeds.ac.uk) in the first instance.

## **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 information**

Further to University funding the School of Earth and Environment also offer substantial scholarship opportunities through programme specific awards and industry scholarships. Visit the [Schools Scholarship webpage](#) for further details.

## **6.0 Contact details**

### **Application enquiries**

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

Taught Postgraduate Admissions  
School of Earth and Environment  
University of Leeds  
Leeds  
LS2 9JT

Telephone: +44(0)113 343 8109 / 4307  
Email: [apply-masters@see.leeds.ac.uk](mailto:apply-masters@see.leeds.ac.uk)

School information last updated by Lynsay Thomas on 16/06/2014.