

UNIVERSITY OF LEEDS
SCHOOL of EARTH and ENVIRONMENT

ADMISSIONS POLICY
2015

This document outlines the Admissions Policy for Undergraduate entry to the School of Earth and Environment¹ in 2015. It supports the admissions principles and policies of the University of Leeds, as outlined in the [University of Leeds Undergraduate Admissions Policy 2015](#) and should be considered alongside that document. This policy is reviewed on an annual basis.

The School's Admissions Policy for 2015 applies to the following 17 programmes (GCE A-level grade requirements are shown in [square brackets]):-

F600 BSc Geological Sciences

[AAB: TWO from Geology, Maths, Physics, Chemistry, Biology and EITHER Geography OR Environmental Studies]

F601 MGeol BSc Geological Sciences (International)

[A*AA: subjects above, + Interview]

F634 BSc Geological Sciences (Industrial)

[AAB: subjects above, + Interview]

F640 BSc Geophysical Sciences

[AAB inc Maths and Physics]

F641 MGeophys BSc Geophysical Sciences (International)

[A*AA inc Maths and Physics, + Interview]

F646 BSc Geophysical Sciences (Industrial)

[AAB inc Maths and Physics, + Interview]

F790 BSc Meteorology and Climate Science

[ABB inc Maths and Physics OR Maths and Chem]

F791 MEnv BSc Meteorology and Climate Science (International)

[A*AA inc Maths and Physics OR Maths and Chem, + interview]

F760 BSc Meteorology and Climate Science (Industrial)

[ABB inc Maths and Physics OR Maths and Chem, + interview]

F7M0 BSc Sustainability and Environmental Management [ABB: various subjects*]

F750 MEnv BSc Sustainability and Environmental Management (International)

[A*AA: various subjects*, + Interview]

¹ Referred to in the remainder of this policy document as The School

FD46 BSc Sustainability and Environmental Management (Industrial)

[ABB: various subjects* + Interview]

* Science students may prefer to concentrate on Sustainability while social scientists may take the Environmental Management options available. Applicants with a wide set of skills may take options from all areas of study. A-levels in science or social science are therefore acceptable, as are, for example, Law, Psychology, History. The Admissions team can offer advice.

F851 BSc Environmental Science

[ABB: at least ONE from Maths, Physics, Chemistry, Biology + ONE other from this group or Geography, Geology, Environmental Studies]

F856 MEnv BSc Environmental Science (International)

[A*AA: subjects above, + Interview]

F647 BSc Environmental Science (Industrial) [ABB, + Interview]

[ABB: subjects above, + Interview]

FN8C BA Environment and Business [AAB: various subjects]**

FN51 BA Environment and Business (Industrial) [AAB: various subjects, + Interview]**

** Although Business is a crucial element of this programme, applicants must have a keen interest in the Environment and in how the two areas of interest interact. Corporate Social Responsibility is a central tenet of this degree.

Section 1 Application process

1.1. UCAS process

All full time undergraduate applications must be made via the online **Universities and Colleges Admissions Service** by 15 January 2015. The School, however, may accept applications made up to 30th June 2015 ('Late' or 'Post 15 January' applications) and usually participates in the UCAS Extra scheme.

1.2. Access to Leeds and Realising Opportunities schemes

The School is committed to identifying all applicants who have the potential to succeed at the University of Leeds. An applicant who meets TWO of the following criteria is eligible to apply for the Access to Leeds (A2L) scheme:

- Is from a household with an annual income of £25,000 or below OR is in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR is in receipt of free school meals during their GCSE studies
- Is in the first generation of their immediate family to apply to higher education
- Attends, or has attended, a school which achieved less than the national average of 5 A* to C passes (including English & Maths) at GCSE
- has no option but to attend a local university
- Studies have been disrupted by circumstances in their personal, social or domestic life
- lives in a geographical area with low levels of progression onto higher education
- lives, or grew up in, public care.

Access to Leeds applicants receive additional consideration from admissions tutors and eligible applicants will receive a standard offer and an alternative offer.

The alternative A2L offer is 40 tariff points (equivalent to two A-level grades) below the standard offer; typically we will reduce one grade from each of two A-levels, and we may ask for minimum grades in required subjects. To take advantage of the lower offer, applicants must successfully complete the A2L module and must make the University of Leeds their Firm choice. Access to Leeds students must also meet the University's GCSE matriculation standard (ie GCSE English and Mathematics at minimum grade C). For more information on Access to Leeds please refer to <http://www.leeds.ac.uk/A2L>

Applicants participating in the **Realising Opportunities** scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

1.3. Deferred applications/ Gap-Year

The School will accept applications for deferred entry. We welcome applications from applicants who are intending to take a Gap Year and encourage such applicants to make use of their UCAS personal statement to explain their reasons for deferring entry to University.

1.4. 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, examinations.

1.5. Early Examinations

The School recognises that some applicants may have studied a more flexible curriculum that allows them to progress through their educational development at a rate appropriate to their ability. Such applicants may, for example, have taken early GCSEs or have taken A-levels (or equivalent) across three years.

If an applicant has not completed three A-levels (or equivalent) in one sitting, the school or college should include an explanation of the relevant circumstances in the academic reference section of the UCAS form.

1.6. Cashed in AS Levels

The School 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.

Please note that AS results may be used as part of the selection process for this course, so that all known results should be provided on the UCAS form. When schools do not cash in their AS results, the School will consider GCSE results in their place.

1.7. Internal transfers

The School will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, provided places are available. Applicants are expected to meet the standard academic entry requirements and will be invited to attend for an interview.

1.8. Advanced Entry

The School may accept applications from applicants who are seeking entry to the second year. All such applications must be made through UCAS by the end of June 2015 and you will be eligible if you can demonstrate that:

- you have met the first-year requirements of your institution.
- you have met the learning outcomes of year 1 of the relevant programme against which advanced standing is sought
- you have achieved an acceptable average in your first year study

Judgements on equivalence are made by the Admissions Tutor, whose decision is final. The School does not permit advanced entry onto Level 3.

1.9. Joint Honours applications

In addition to the Earth and Environment programmes listed at the beginning of this document, 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 wholly administered by the School of Geography.

See www.leeds.ac.uk/coursefinder for further information and entry requirements.

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

1.10. Extended degree programmes

If an applicant lacks the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University's extended degree programmes with a 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>.

1.11. Applications from minors and vulnerable persons

The University recognises that an applicant's age or position as a vulnerable adult 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

1.12. International/ Overseas students

Applications from international students are considered in line with our standard entrance requirements (typically expressed as English GCE A-level qualifications) and we required achieved grades to be of an equivalent value. Proof of English Language proficiency is required: approved tests and minimum levels are detailed in the University of Leeds Undergraduate Admissions Policy. In IELTS, for example, the School requires a score of at least 6.0 overall, and at least 5.5 in each of the four elements of the test. Further information for prospective international applicants can be found on the [Leeds International Students' website](#).

1.13. Mature applicants

In general, the School welcomes enquiries from applicants who have had a period away from full-time education, and will assess such applicants in an appropriate manner.

Mature students wishing to study on a full-time basis should apply using the standard UCAS procedure (See section 1.1). Applicants are assessed on the basis of their UCAS form, as detailed in section 2. An interview and/or piece of assessed written work/test may be required as part of the entry process. The School's Undergraduate Admissions staff can offer advice regarding the suitability of your qualifications and/or experience, or regarding any preparatory study you plan to complete.

Support is available from the Lifelong Learning Centre (LLC), who offer pre-entry advice, guidance and preparatory programmes for adults, academic skills development before entry, and information on a range of issues relevant to such applicants. The LLC also delivers Foundation studies for eligible applicants (see Section 1.10). For further details, contact: lifelonglearning@leeds.ac.uk, or check the [Life Long Learning Centre](#) webpages.

1.14. 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.

Support available through LLC includes pre-entry advice and guidance, preparatory programmes for adults, pre-entry academic skills development and information on a range

of issues relevant to such applicants. For further details, email lifelonglearning@leeds.ac.uk, or go to their website, [Life Long Learning Centre](#).

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 adhere to timetables which have been arranged for full-time students; furthermore, it is not possible to offer our programmes on a day-release basis.

1.15. Disabled applicants

The School welcomes applications from disabled people². The University will make reasonable adjustments, to help ensure that all applicants have full and equal access to our admissions procedures and courses. Decisions about an applicant's academic suitability will be kept separate from consideration of the applicant's disability-related support requirements.

Applicants are encouraged to indicate their disability status on the UCAS application and we strongly advise applicants to disclose any disability. If a candidate chooses not to disclose their disability, it may be more difficult, or even impossible, for the University to make appropriate adjustments. After a UCAS application has been submitted, disabled applicants are advised to contact the University's Disabled Students Assessment and Support team (part of the University's Student Education Service). Please email disability@leeds.ac.uk. The team will discuss any support requirements an applicant may have in relation to the programme for which s/he has applied.

If an applicant has faced exceptional circumstances because of their disability, and wishes the University to take this into account when considering their application, they should refer to section 4.11 of the University's [Undergraduate admissions policy](#).

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.

The School adopts a broad definition of disability, responding to individual requests for adjustments from applicants or students, and being proactive in making its admissions procedures and events (eg Open Days) as accessible as possible. The School aims to ensure that the process of adjustment results in a learning experience identical to that of other students. It should be noted that adjustments to the standard learning experience may not meet the requirements of accrediting bodies, such as the Geological Society of London.

1.16. Applicants with a health-related issue or other mitigating circumstances

² 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.

The University of Leeds Undergraduate Admissions Policy details our policy concerning applicants with a health related issue. The School sees health-related issues³ as being distinct from disability-related issues although, in some cases, a disabled applicant 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.

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 may have affected the grades they received in past examinations, they may wish 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 for the applicant's school/college to notify the relevant exam board.

Applicants may also notify the relevant admissions office of their circumstances via a verified statement from their school or college. Please note, the School will assume that the exam board has taken appropriate action in respect of any notified circumstances and will not make any further allowances when making an offer or in the August results period.

1.17. 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 the Admissions staff at an early stage. Arrangements can then be made to provide appropriate support from the start of their programme of study.

³ 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.

Section 2: Admissions Requirements

2.1 Admissions intake

In September 2015, the School will take approximately 165 full-time UK/EU students through UCAS, including mature students. Fee-paying students from outside the UK/EU are considered separately and are not included in this figure.

2.2 Competition for places

Programmes within the School are very popular and will attract at least 900 applications for the 165 places available in September 2015. Our applicants are expected to demonstrate an excellent academic record, typically in the range A*AA to ABB in GCE A-level (or equivalent) examinations, depending on the programme of study.

Students must matriculate in English and Mathematics at GCSE Grade C or above, or an acceptable alternative assessment, such as IELTS (for English).

2.3 Selection process

All applications must be made online through the Universities and Colleges Admissions Service (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 must treat all students fairly and not discriminate unlawfully on grounds of marital status, gender, gender re-assignment, 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.

2.4 Academic entrance requirements

The School welcomes applicants who are studying a range of equivalent Level 3 qualifications where students can demonstrate their potential to succeed on their chosen degree course.

Please see our [Entry Requirements webpage](#) for a programme list of entry requirements and accepted qualifications for all our degree schemes. Our offers exclude GCE A-level General Studies, although we may take this result into account at Confirmation. The School also requires English and Mathematics at GCSE Grade C minimum for matriculation. The Admissions Office (admissions@see.leeds.ac.uk) will be happy to offer an assessment of qualifications not included on the website. Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

2.5 Personal statement advice

The personal statement on the UCAS application helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. Applicants must take this opportunity to demonstrate their enthusiasm and aptitude for the

academic subject, and are expected to demonstrate accurate spelling and grammar. The School is interested in the applicant's choice of degree scheme, what they believe they can bring to the programme 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 desirable.

2.6 Interviews

Interviews form part of our standard admissions process in specific circumstances. For most applicants, the School assesses the evidence of the UCAS application and makes an offer based on this. Applicants who receive an offer are invited to visit the School on a post-application UCAS day (November to April) when they can speak information with staff and students. All visiting applicants will have a short interview with a member of teaching staff; in some cases this will be useful for selection (see below) but for most applicants this will be an informal one-to-one talk. The visit allows applicants to gather additional information about the School and its programmes, to discuss their academic and non-academic interests, and to demonstrate their communication skills, both during the interview and in general conversation with staff and students. The interests, skills and commitment demonstrated on these occasions may influence the School's decision about a candidate whose results are borderline.

Selection interviews The School requires some 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 on a post-application UCAS visit and the invitation will make this clear. The School will make every effort to accommodate overseas applicants who are able to visit the UK on a date that fits in with their travel arrangements; where a visit is not possible, 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 requires A*AA (or equivalent) and a satisfactory interview. If the applicant does not attend for interview, the School reserves the right to offer a place on the related three-year BSc programme.
- **Applicants to Industrial degrees (BA/BSc)**
The School's offer requires degree-specific grades and a satisfactory interview. If the applicant does not attend for interview, the School may offer a place on the standard three-year programme. Students on the standard BA/BSc programme may choose to seek a place on an Industrial programme during Years 1 and 2.
- **Mature applicants**
Admissions staff normally interview mature applicants who have spent time 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 seek advice regarding other relevant issues.
- **Applicants for a part-time degree**
Applicants for part-time study are advised to contact the School's Admissions Officer. Applicants are required to attend for interview to discuss their circumstances and the School will explain the basis of any offer that may be made.

- **Applicants 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 advise the applicant about other aspects of their preparation for Higher Education

- **Registered students of the University of Leeds who wish to transfer to a degree programme in the School of Earth and Environment**

Internal transfers may be accepted on the basis of qualifications and performance, an interview with Admissions staff and a satisfactory reference from the applicant's current School/Department. The applicant will be required to provide a personal statement regarding the change of programme request.

Section 3: Offers

Before making an offer, the School assesses the information supplied on the UCAS application, that is, previous qualifications and other indicators of the applicant's ability to meet the criteria for admission to the particular programme of study; this may include performance at interview, if relevant (*see Section 2.6, above*)

The School's offer will be based on the known and expected strengths of the applicant, and may use evidence of an interview, admissions test, foundation course, etc., as applicable. Offers are made on the basis of merit, and on the perceived ability of the applicant to meet the academic and non-academic criteria for admission to the chosen programme of study. Further details on the types of offer that can be made can be found in the University of Leeds Undergraduate Admissions Policy.

If an applicant holding a Firm offer does not meet the conditions of the offer in full, the School may still reserve a place on the applicant's first choice of degree, or may suggest an alternative degree either within the School or elsewhere in the University of Leeds. In these circumstances, our criteria may include:-

- Match of subjects offered to degree scheme
- Performance at interview, if applicable
- Information given on the UCAS application, especially in the applicant's statement, or the academic reference
- Performance in AS-level or other examination not included in the offer, including a fourth A-level, which may be General Studies
- Special circumstances, provided such information is made available by the applicant, or their school/college *in advance* of the publication of the relevant results

3.1 Reasons for unsuccessful applications

Depending on the volume of applications received, the School may reject applicants who already hold or are predicted grades lower than the typical academic entry requirement. A UCAS applicant who does not gain a place on their chosen programme may be referred for consideration by admissions tutors for other courses for which they may be qualified.

3.2 Feedback

Unsuccessful applicants may 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 Admissions Officer, 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.

3.3 Complaints

The School will consider all applications fairly and effectively, in accordance 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 Head of School, explaining the nature of their complaint. Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.

Section 4: Opportunities to visit (EXAMPLE TEXT)

4.1 University open days

The University of Leeds Undergraduate Pre-Application Open Days are held in June, September and October and are designed to serve the needs of prospective applicants. Details can be found on our open day webpage:

http://www.leeds.ac.uk/info/30335/open_days

The University also organises Campus Tours for the convenience of those applicants who have been unable to attend a full Open Day. School and Faculty Admissions staff are not involved in these events, as they occur on normal working days, when academic staff and students cannot be available.

4.2 Post-applicant days

The School arranges a number of post-application UCAS visit days. Applicants who come to the School on a UCAS post-application day will have an interview during their visit. For some applicants, this is a formal requirement of their offer and their invitation letter will state clearly that the applicant's interview constitutes part of the selection process. In some cases, any offer made may be dependent on the outcome of the interview; for others, the interview may fulfil the requirements of an existing offer.

Whether attendance is required or optional (*see Section 2.6*) the School strongly encourages applicants to take advantage of this opportunity to visit. The UCAS Post Applicant day offers all applicants the chance to familiarise themselves with the School and its programmes of study so that they can make an informed choice about accepting the School's offer. Applicants frequently meet others who may be studying alongside them if they are successful.

Section 5: Scholarships & funding

The University of Leeds offers one of the most comprehensive financial support packages available. One in three Leeds students qualifies for a bursary and there are a number of additional scholarships. For further information about scholarships and other types of financial support visit www.leeds.ac.uk/yourfinances

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.

Fieldwork costs are kept to a minimum: all compulsory classes are fully funded by the School, and no charges are incurred for transport or accommodation. Short optional field classes are funded in the same way, while longer optional classes will incur some costs but are heavily subsidised. Field kit is also provided by the School.

Section 6: Contact details

6.1 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
Web – www.leeds.ac.uk/undergraduate

6.2 Post-application enquiries

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

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
Web: Earth & Environment Undergraduate Programmes Entry Requirements

6.3 Enquiries – Disability and Health Issues

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

6.4 Head of School

If you are not satisfied with the outcome of your application please put your case in writing to:-

Professor Robert Mortimer
School of Earth and Environment
University of Leeds
LEEDS LS2 9JT
UK

Useful websites for applicants:

University of Leeds:

Access to Leeds scheme	http://www.leeds.ac.uk/info/125184/how_to_apply/2032/alternative_admissions/2
Undergraduate Admissions Policy	http://www.leeds.ac.uk/downloads/file/1365/undergraduate_admissions_policy_2015
Course enquiries	http://www.leeds.ac.uk/info/125184/how_to_apply
Equality Service	www.equality.leeds.ac.uk/
Finance	www.leeds.ac.uk/info/30500/uk_and_eu_finances_2012
Lifelong Learning Centre	www.llc.leeds.ac.uk
Overseas students (outside the UK/EU)	http://www.leeds.ac.uk/info/20019/international
Safeguarding of minors and vulnerable adults	http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf

School of Earth and Environment:

Undergraduate Programmes	http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/
Programme Entry Requirements	www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/admissions-and-study/entry-requirements/
School of Earth and Environment – Contact Undergraduate Admissions by email	admissions@see.leeds.ac.uk
School of Earth and Environment - Programme Brochure 2015	http://www.see.leeds.ac.uk/fileadmin/Documents/Admissions/UG/brochure.pdf

Miscellaneous:

UCAS	www.ucas.com
IELTS (English test)	http://www.ielts.org/

- Document updated by the Undergraduate Admissions Officer, School of Earth and Environment, University of Leeds, LEEDS LS2 9JT; May 2014