

**UNIVERSITY OF LEEDS****SCHOOL of EARTH and ENVIRONMENT****ADMISSIONS POLICY – 2012**

This document outlines the Admissions Policy for 2012 entry to the School of Earth and Environment<sup>1</sup>. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Undergraduate Admissions Policy 2012, which can be viewed at <http://www.leeds.ac.uk/admissionspolicy> and should be considered alongside that document. This policy will be reviewed annually. The School's Admissions Policy for 2012 applies to the following eleven programmes:-

F600	BSc Geological Sciences
F601	MGeol BSc Geological Sciences
F640	BSc Geophysical Sciences
F641	MGeophys BSc Geophysical Sciences
F790	BSc Meteorology and Atmospheric Science
F791	MEnv BSc Meteorology and Atmospheric Science
F7M0	BSc Sustainability and Environmental Management
F750	MEnv BSc Sustainability and Environmental Management
F851	BSc Environmental Science
F856	MEnv BSc Environmental Science
FN8C	BA Environment and Business

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

All full time undergraduate applications will normally be made through the online Universities and Colleges Admissions Service ([www.ucas.com](http://www.ucas.com)) by 15 January 2012.

The School, however, normally accepts applications made up to 30th June 2012 ('Late' or 'Post 15 January' applications) and usually participates in the UCAS Extra scheme.

**2. Access to Leeds scheme**

The School is committed to identifying all applicants who have the potential to succeed at the University of Leeds. For more information on the scheme and a guide to eligibility applicants are invited to check details at [www.leeds.ac.uk/ace/access/access.htm](http://www.leeds.ac.uk/ace/access/access.htm). The Admissions Office will be notified about applicants who may have experienced educational and/or social disadvantage based on school performance, geographic factors and personal circumstances. Admissions staff will assess each applicant's potential in light of this contextual evidence and consider making an alternative Access to Leeds (A2L) offer alongside the standard offer. The alternative offer will be the equivalent of two A-level grades below the standard offer and is conditional upon successful completion of the A2L module. All applicants must meet the University's GCSE matriculation standard and, for courses which require particular subject skills, they should have gained at least a GCSE grade C (or equivalent) in the requested subject area.

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<sup>1</sup> Referred to in the remainder of this policy document as The School

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

The School will normally accept applications for deferred entry and welcomes applications from 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 form to explain their reasons for taking a break from study.

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

The School will normally accept applications from applicants who are re-applying, or who are re-sitting qualifying examinations.

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

The University of Leeds 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.

### **6. Internal transfers**

The School will consider applications from current students at the University of Leeds who wish to transfer internally, provided places are available (see *Section 19*).

### **7. Integrated degrees with Geography**

In addition to the Earth and Environment programmes listed at the start of this document the Faculty of Environment also 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.

The School does not offer any other joint programmes.

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

The School follows the University of Leeds Undergraduate Admissions Policy in dealing with 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 but neither is, of itself, a bar to admission. The School is particularly mindful of these considerations in relation to the range of learning and teaching experiences which our programmes provide, such as laboratory classes and field work, both in the UK and overseas. The School, therefore, provides appropriate support and guidance for such individuals, both during the application stage and after they have commenced their studies at Leeds. The School may also refer students to other sources of support and guidance within the University where appropriate.

### **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 would expect grades to be of an equivalent level. Proof of English Language proficiency must be provided 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. Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/info/20019/international>.

### **10. Mature applicants**

The School of Earth and Environment welcomes applications from mature applicants, ie over 21 at the time of entry to the University. Mature applicants receive individual consideration, taking account of existing academic qualifications, relevant experience in the workplace or elsewhere, personal motivation

for study, etc. Prospective applicants are invited to contact the Undergraduate Admissions Administrator<sup>1</sup> for advice and guidance before submitting their application to UCAS. No final decision can be made regarding the offer of a place until the School's admissions staff have been able to study the UCAS application form. Mature applicants are normally invited to attend for interview as part of the selection process, and may be required to produce a written piece of work, particularly where a significant period of time has elapsed since their last period of formal academic study.

Additional support for mature students is available through the University's Lifelong Learning Centre (LLC). This support includes pre-entry advice and guidance for adults, matriculation tests, alternative entry schemes, preparatory programmes for adults, development of 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 see [www.leeds.ac.uk/lifelonglearningcentre](http://www.leeds.ac.uk/lifelonglearningcentre).

### 11. Part time applicants

Applicants for part-time undergraduate study should contact the School's Undergraduate Admissions Office<sup>2</sup> for advice before making a formal application. The University's Lifelong Learning Centre (LLC) provides support for those wishing to study part-time on undergraduate programmes. This support includes pre-entry advice and guidance for adults, matriculation tests, alternative entry schemes, preparatory programmes for adults, development of 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, and that elements of compulsory modules are likely to be scheduled at different times of day throughout the week. It is not, therefore, possible to attend the School's programmes on a day-release basis.

The School also invites prospective part-time undergraduates to check further information given at [www.leeds.ac.uk/lifelonglearningcentre](http://www.leeds.ac.uk/lifelonglearningcentre) or to contact LLC via [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk).

### 12. Disabled applicants

The School welcomes applications from disabled people<sup>3</sup>. The University will make reasonable adjustments to help ensure that disabled 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. The admissions process is covered by the University's Policy on Equality and Diversity which is available from the University's Equality Service at <http://www.equality.leeds.ac.uk/>

The School aims to maximise the number of instances in which the process of adjustment results in a learning experience identical to that of other students. In cases where this is not possible, the School will work proactively with the individual student and with the University's 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 of London. As well as responding to individual requests for such adjustments from applicants or students, the School will be proactive in ensuring that our admissions procedures and any related events (for example, School and University open days) are as accessible as possible.

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<sup>1</sup> See Section 28

<sup>2</sup> See Section 28

<sup>3</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.

In line with the Equalities Act 2010, the School adopts a broad definition of disability, which would, for example, cover 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 mobility or physical impairment.

Applicants are requested to indicate their disability status on their application and we strongly encourage them to disclose the nature of any disability. If a candidate chooses not to disclose their disability it may be more difficult, or perhaps impossible, for the University to make adjustments.

If an applicant feels that they face exceptional circumstances because of a disability which the University should take into account when considering their application they should refer to section 4.12 of the University's Undergraduate admissions policy, (<http://www.leeds.ac.uk/admissionspolicy>). Once an application has been submitted through UCAS, applicants are also advised to contact the Disability Team, part of the University's Equality Service, to discuss any support requirements they may have in relation to the programme for which they have applied. Applicants are also invited to contact the School's disability adviser<sup>1</sup> to discuss any support or adjustments they may require.

### **13. Applicants with a health-related issue**

The University of Leeds Undergraduate Admissions Policy details policy concerning applicants with a health-related issue. The School sees health-related issues<sup>2</sup> as being distinct from disability-related issues, although in some cases 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 or academic 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, but cannot guarantee that the alternative experience will meet the requirements of external accrediting bodies, for example, the Geological Society. Where the 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 personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) – may have 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 and whether or not these were declared to the exam board for the qualifications concerned. This declaration should be made either by a verified statement in the initial UCAS application or by sending verified documentation from the referee directly to the relevant Admissions Tutor.

### **14. Admissions intake**

In September 2012 the School will take 196 full-time home/EU students through UCAS, including mature students. Students from outside the UK/EU are considered in addition to this figure.

### **15. Competition for places**

The School's programmes are very popular and we receive around 1000 applications each year for the 196 places available. Most of our students have an excellent academic record, typically in the range AAA to ABB in GCE -level examinations (or equivalent qualifications), depending on the programme of study.

### **16. Selection process**

All applications should normally be made online through the Universities and Colleges Admissions Service ([www.ucas.com](http://www.ucas.com)). Academic grades typically form only one part of the final decision and the following

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<sup>1</sup> See Section 29

<sup>2</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

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 will treat all students fairly and the University does not discriminate unlawfully on grounds of marital status, gender, gender re-assignment or transsexual status, 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 following summary shows requirements at GCE A-level; equivalences for International Baccalaureate and Scottish Highers and Advanced Highers follow. Academic entrance requirements details for the School can be viewed on the following website,

[http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/:-](http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/)

**F600 BSc Geological Sciences – ABB**

**F601 MGeol BSc Geological Sciences - AAA**

*The courses above require two from Mathematics, Physics, Biology, Chemistry, Geography OR Environmental Studies/Science, Geology.*

**F640 BSc Geophysical Sciences - ABB**

**F641 MGeophys BSc Geophysical Sciences - AAA**

*The courses above require Mathematics and Physics.*

**F790 BSc Meteorology and Atmospheric Science – ABB**

**F791 MEnv BSc Meteorology and Atmospheric Science - AAA**

*The courses above require Mathematics and either Physics or Chemistry.*

**F7M0 BSc Sustainability and Environmental Management - ABB**

**F750 MEnv BSc Sustainability and Environmental Management - AAA**

*The courses above require a combination of subjects including a physical science and a social science. Acceptable combinations might include :-*

- *Geography / Sociology / History*
- *Chemistry / Environmental Science / English*
- *Mathematics / Geography / French*

**F851 BSc Environmental Science – ABB**

**F856 MEnv BSc Environmental Science - AAA**

*The BSc course above requires at least one from Environmental Science, Mathematics, Physics, Chemistry, Biology, Geology, Geography. Applicants to the MEnv 4-year option should offer two of the preferred subjects.*

**FN8C BA Environment and Business - ABB**

*The course above requires a combination of subjects including a social science subject. Acceptable combinations might include :-*

- *Politics / Geography / French*
- *Sociology / History / Biology*
- *Economics / Business Studies / English*

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.

The School of Earth and Environment also welcomes applications from students who are taking equivalent Level 3 qualifications and who have the potential to succeed on their chosen degree course. Typical offers, in line with GCE A-levels, are:-

**International Baccalaureate:**

***MEnv, MGeol, MGeophys (four-year) Programmes –***

38 points (including 18 at Higher Level)

***BA and BSc Programmes –***

34 points (including 16 at Higher Level)

**Scottish Highers/Advanced Highers:**

***MEnv, MGeol, MGeophys (four-year) Programmes –***

Highers AAAAA / Advanced Highers AAA

***BA and BSc Programmes –***

Highers ABBBB / Advanced Highers ABB

Applicants taking qualifications other than those shown above – including Advanced Diplomas – are advised to check the School's website for an extended list of entry requirements :-

<http://www.see.leeds.ac.uk/admissions-and-study/undergraduate-degrees/admissions-and-study/entry-requirements/>. 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.

The School may review and/or amend entrance requirements at the end of an admissions cycle, based on the performance of earlier cohorts.

## **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. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for their chosen degree programme. The School would like 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 tell us about the applicant's academic preferences, as well as about their skills, abilities and interests outside the academic environment, especially if these are relevant to the programme. The statement should also include information about involvement in community or citizenship activities, group memberships and outdoor pursuits.

## **19. Interviews**

The majority of applicants to the School will receive an offer based on their UCAS application form and, where required, an interview (see below). 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, held between November and March, when they can talk informally with staff and students. Such contact is intended primarily to provide information about the School and its programmes, but can also offer 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 open day visitors may influence the School's decisions about those candidates who achieve borderline grades in their examinations.

The School requires certain categories of applicants to attend for a selection interview as a condition of the offer or before an offer can be made. This interview will normally take place during a post-application open day and the invitation letter will make this clear. The following applicants will be required to attend for interview:-

- **Applicants to 4-year Integrated Undergraduate Masters programmes (MEnv, MGeol, MGeophys).** For these higher-level programmes, the School's offer will normally include 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 3-year programme.

- **Mature applicants<sup>1</sup>**. The Admissions staff will normally interview a mature applicant who has spent a significant number of years away from full-time education. The purpose of the interview is to ascertain the applicant's past experience and academic achievements, and to advise on any necessary academic preparation for Higher Education. It is also an opportunity for the applicant to gain more information about their chosen 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>. The applicant will normally be required to attend for interview so that they can discuss their individual circumstances and to ensure that the applicant understands the basis of any offer we may make.
- **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.

## 20. Offers

The School makes offers 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 based on the information supplied on the UCAS form, and on performance at interview/admissions test/foundation studies, as applicable. 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 or Insurance 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
- Performance in AS-level or other examinations not included in the offer (including General Studies A-level)
- Information given on the UCAS form, including extracurricular activities and the reference provided by the school/college
- 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

<sup>1</sup> See Section 10

<sup>2</sup> See Section 11

<sup>3</sup> See Section 28

<sup>4</sup> See Section 6

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

## 22. Feedback

An applicant whose application is rejected may wish to request feedback on the reason(s) for the School's decision. All such requests must be made *in writing* to the School's Undergraduate Admissions Administrator<sup>1</sup> 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 University of Leeds Pre-Application Open Days are held in June and September each year and are designed for prospective applicants, eg those about to enter their final year of A-level study, rather than those who have already submitted an application to UCAS.

### 25. Post-application open days

All applicants who have applied to the School and have received an offer are invited to attend one of our post-application open days. Although attendance may not be part of the selection process, the School strongly encourages applicants to visit. It is an ideal opportunity to learn more about their chosen programme of study, and will help them to make an informed choice about accepting our offer.

In cases where candidates are required to attend a selection interview<sup>2</sup> during a post-application open day the invitation letter will state clearly that an interview constitutes a part of the selection process and that any offer made will be dependent on the outcome.

### 26. Scholarships & funding

The University of Leeds is committed to encouraging students from all backgrounds and there is, therefore, a comprehensive package of financial support which may also be available from us. We expect that one-in-three students will be eligible for financial help from the University. For further information on financial support please visit <http://www.leeds.ac.uk/yourfinances>.

The School operates a system of non-competitive Attainment Prizes, based on performance and available to students who either achieve and maintain first class marks, or whose performance increases significantly year-on-year. In addition, sponsored competitive scholarships are available to students on our 4-year MGeol and MGeophys programmes.

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<sup>1</sup> See Section 28

<sup>2</sup> See Section 18

**Contact details****27. General pre-application enquiries**

For general enquiries and information relating to courses and admission to the University of Leeds:-

**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. Post-application enquiries**

For Admissions enquiries specific to the School of Earth and Environment:-

**Joanne Siddons – Undergraduate Admissions Officer**  
**Natalie Ania – Undergraduate Admissions Assistant**  
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: <http://www.see.leeds.ac.uk/admissions-and-study/>

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

Prospective undergraduate students with a disability or health issue should contact:-

**Katrina Firth – Student Support Office**  
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:**

Access to Leeds scheme	<a href="http://www.leeds.ac.uk/ace/access/access.htm">www.leeds.ac.uk/ace/access/access.htm</a>
Admissions Policy	<a href="http://www.leeds.ac.uk/admissionspolicy">www.leeds.ac.uk/admissionspolicy</a>
Course enquiries	<a href="http://www.leeds.ac.uk/howtoapply">www.leeds.ac.uk/howtoapply</a>
Equality Service	<a href="http://www.equality.leeds.ac.uk/">www.equality.leeds.ac.uk/</a>
Finance	<a href="http://www.leeds.ac.uk/yourfinances">www.leeds.ac.uk/yourfinances</a>
Lifelong Learning Centre	<a href="http://www.leeds.ac.uk/lifelonglearningcentre">www.leeds.ac.uk/lifelonglearningcentre</a>
Overseas students ( outside the UK/EU)	<a href="http://www.leeds.ac.uk/info/20019/international">www.leeds.ac.uk/info/20019/international</a>

**School of Earth and Environment:**

Undergraduate study	<a href="http://www.see.leeds.ac.uk/admissions-and-study/">www.see.leeds.ac.uk/admissions-and-study/</a>
Programme Entry Requirements	<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>
School of Earth and Environment – email	<a href="mailto:admissions@see.leeds.ac.uk">admissions@see.leeds.ac.uk</a>

**Miscellaneous:**

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