

UNIVERSITY OF LEEDS
FACULTY OF ENVIRONMENT
Including the SCHOOL OF GEOGRAPHY
And the SCHOOL OF EARTH AND ENVIRONMENT

ADMISSIONS POLICY
2017

This document outlines the Faculty of Environment Admissions Policy for 2017 entry, the policies outlined herein cover both the School of Geography and the School of Earth and Environment. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Undergraduate Admissions Policy (<http://www.leeds.ac.uk/admissionpolicy>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Faculty of Environment Admissions Policy applies to the following programmes:

In the School of Geography:

BA Geography

BSc Geography

BA Geography with Transport Studies

BSc Geography-Geology

BSc Geography with Environmental Mathematics

BA Geography and Management

BA Economics and Geography

In the School of Earth and Environment:

BSc Geological Sciences (and Industrial variant)

MGeol Geological Sciences (International)

BSc Geophysical Sciences (and Industrial variant)

MGeophys Geophysical Sciences (International)

BSc Environmental Science (and Industrial variant)

MEnv Environmental Science (International)

BSc Meteorology and Climate Science (and Industrial variant)

MEnv Meteorology and Climate Science (International)

BA Environment and Business (and Industrial variant)

MEnv Environment and Business (International)

BSc Sustainability and Environmental Management (and Industrial variant)

MEnv Sustainability and Environmental Management (International)

1. Principles

The Faculty of Environment ensures 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. Selection principles

The Faculty of Environment will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

3. Application process

3.1 UCAS process

All full time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by 15th January.

The Faculty of Environment might accept applications after the initial UCAS closing date, however it is recommended that you contact us prior to making an application to check. The Faculty of Environment does participate in the UCAS Extra scheme.

3.2 Access to Leeds and Realising Opportunities scheme

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two of the following criteria are eligible to apply for the Access to Leeds scheme:

- From a household with an annual income of £25,000 or below OR in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education
- Attends, or have attended, a school which achieved less than the national average of 5 A* to C passes (including English & Maths) at GCSE
- Only option is to attend a local university
- Studies disrupted by circumstances in their personal, social or domestic lives
- Live in a geographical area with low levels of progression onto higher education
- Living or grew up in public care.

Access to Leeds applicants receive special consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be the equivalent of two A-level grades (across two of three A-levels, if taken) or an equivalent reduction where alternative qualifications are offered, below the standard offer, conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice. Access to Leeds students are eligible for an Access to Leeds offer if 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. For more information on Access to Leeds please refer to http://www.leeds.ac.uk/info/128005/applying/33/alternative_admissions/2

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

3.3 Deferred applications/ Gap-Year

The Faculty of Environment will accept applications for deferred entry. We welcome applications from applicants who are intending to undertake 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 Gap Year.

3.4 Re-sits/ Re-applications

The Faculty of Environment will accept applications from applicants who have re-submitted applications and/or re-sat examinations.

3.5 Early Examinations

The Faculty of Environment recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability, this may be as early GCSEs or A-levels (or equivalent) across three years.

Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting. If this has not been the case, then we advise the school provides further information as to reasons for this within the academic reference section of the UCAS form.

3.6 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.

Please note, that AS results will be used as part of the selection process for this course, it is vital that all results known are provided on the UCAS form. We are aware not all schools cash in their AS results, where this is the case we will consider GCSE results in their place.

We recognise that some A-level students will no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds.

3.7 Internal transfers

The Faculty of Environment will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Such applicants would be expected to meet standard entry requirements or have shown exceptional performance during studies at the University of Leeds, preferably in a relevant subject.

3.8 External transfers

The Faculty of Environment will accept applications from applicants who wish to transfer onto one of our courses from other institutions, providing places are available. Such applicants would be expected to meet standard entry requirements or have shown exceptional performance during studies at their previous Institute, preferably in a relevant subject.

3.9 Advanced Entry

The Faculty of Environment *may* accept applications from applicants who are seeking entry to the second year. All applications must be made through UCAS by 30th June. To be eligible you must demonstrate:

- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought have been met
- Achieve a minimum % average in your first year study

Judgements on equivalence are made by the Admissions Tutor. Entry onto Level 3 of any programmes in the Faculty of Environment is not permitted.

3.10 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. For the current range of Joint Honours programmes offered within the Faculty of Environment please refer to the School of Geography website at <http://www.geog.leeds.ac.uk/study/undergraduate/> for further information and entry requirements. A full list of Joint Honours programmes offered by the University can be viewed here http://www.leeds.ac.uk/coursefinder/Joint_Honours/201516/UG

3.11 Extended degree programmes

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University's extended degree programmes with 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>.

3.12 Age and Safeguarding

The University recognises someone's young age (if under 18) or safeguarding position 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

3.13 International/ Overseas students

All applications from international students are considered in line with our standard entrance requirements, (typically expressed as GCE A-level qualifications) and we would expect predicted grades to be of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for the Faculty of Environment are detailed on the [University website](#).

Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/international/>

3.14 Mature applicants

Mature students wishing to study on a full-time basis should apply using standard UCAS procedure (See [section 3.1](#)). Applicants are assessed on the basis of their UCAS form, as detailed in [section 4](#). An interview and/or piece of assessed written work/test may also be offered as part of the entry process; this will be decided on a case by case basis depending on qualifications being presented by the applicant

Support is available through the 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: lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

3.15 Part time applicants

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre rather than through UCAS.

Support is available through the 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: lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

3.16 Disabled applicants

The Faculty of Environment welcomes applications from disabled people¹. The University will make appropriate adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to disclose their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate 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 through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied. Disabled Students' Assessment and Support can be contacted at disability@leeds.ac.uk.

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.11 of the University's Undergraduate admissions policy (<http://www.leeds.ac.uk/admissionspolicy>)

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.

3.17 Applicants with a health-related issue or other mitigating circumstances

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue. The School sees health-related

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact of that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer (from the point of diagnosis), epilepsy, diabetes, Chronic Fatigue Syndrome/ME and HIV/AIDS amongst others.

issues² as being distinct from disability-related issues, although, of course, 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 any disability, 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, 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. Where these circumstances are affecting or have affected current studies the correct course of action would be to notify the relevant exam board of the circumstances. Whilst you are welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades are what will be used when making a decision.

3.18 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 their Admissions Tutor at an early stage. This is so that consideration can be given to appropriate support being available from the start of their programme of study.

3.19 Criminal convictions

The University has a Policy statement on students with criminal records http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf. 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.

Where indicated in the prospectus or on the University's website, specific programmes may involve regular access to children and/or vulnerable adults, and applicants may be required to undertake with satisfactory results, certain checks with the Disclosure and Barring Service. The University will send further instructions as part of the admissions process where this is the case.

² Which are not classed as a "disability".

Section 4: Admissions Requirements

4.1 Admissions intake

Details are given below of the typical annual intake through UCAS for each programme within the School. The figure given is for home students, including mature students and those from the European Union. International fee-paying students are considered separately and are not included in these figures.

School of Geography – 200-210 students across all programmes

School of Earth and Environment – 180-200 students across all programmes

4.2 Competition for places

Programmes within the Faculty of Environment are generally very popular and we receive in excess of 2,000 applications for the 400 places available, although some programmes will be more highly subscribed than others. Most of our applicants have an excellent academic record, typically *AAB to A*A*A*.

4.3 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 will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

4.4 Academic entrance requirements

The Faculty of Environment welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see <http://www.environment.leeds.ac.uk/study/undergraduate-degrees/> for the programme list of entry requirements and accepted qualifications.

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

4.5 Personal statement advice

The personal statement of 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 the academic subject. We want to hear about you as a person; what interests you in the subject, what will make you successful on the course and at Leeds, what experiences make you the type of student we should be making an offer to?

4.6 Interviews

For applicants applying in the School of geography, interviews do not form part of our admissions process, however, in some cases, non standard applicants may be invited for interview.

Applicants applying for the following programmes will be asked to attend an interview. Interviews are short and informal and form part of a much fuller day of events known as Applicant Visit Days. They give us the chance to make sure you are right for the course, but they also give you as an applicant some valuable 1-on-1 time with an academic from your chosen course to make sure you are making the correct decision as well.

Programmes for which interviews are a requirement;
International Year Abroad Variants - MGeol Geological Sciences, MGeophys Geophysical Sciences, MEnv Environmental Science, MEnv Meteorology and Climate Science, MEnv Environment and Business, MEnv Sustainability and Environmental Management.

Plus the BSc Industrial variants of the programmes listed above.

Section 5: 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 UCAS form and performance at interview where applicable (see section above). The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

5.1 Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. The UCAS forms of applicants who are unsuccessful in gaining a place on their chosen programme may be passed to the admissions tutors for other courses in which the applicant may be interested.

5.2 Feedback

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 Officer (see Section 8 for School contact information) and signed by the applicant or from the email address listed on their UCAS form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

5.3 Complaints

The Faculty of Environment will consider all applications fairly and effectively in line 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 appropriate Head of School as follows; *Dr David Bell (D.J.Bell@leeds.ac.uk) if*

applying to the School of Geography or Professor Simon Bottrell (S.Bottrell@leeds.ac.uk) if applying to the School of Earth and Environment, detailing the nature of their complaint. The complaint must typically be made within 14 days of the decision. Full details of the complaints procedure can be found in the University of Leeds [Undergraduate Admissions Policy](#).

Section 6: Opportunities to visit

6.1 University open days

The University of Leeds Undergraduate Open Days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our open day webpage: http://www.leeds.ac.uk/info/30335/open_days

6.2 Post-application visit days

All applicants to whom we have made offers are invited to attend a programme specific post-application day. Attendance is not compulsory and does not form part of the selection process, unless applying for an International or industrial variant in the School of Earth and Environment. The purpose of the Post-application visit day is to enable applicants to familiarise themselves with the department and the programme of study in order that they are able to make an informed choice about whether or not to accept their offer. Some Applicant Visit Days, depending on which course you have applied for, may include an interview (see section 4.6 for more detail).

Section 7: Scholarships & funding

The University of Leeds has one of the most comprehensive financial support packages available. One in three students qualifies for a bursary and in addition we have a series of scholarships. For further information about scholarships available and other types of financial support visit http://www.leeds.ac.uk/info/128004/fees_and_funding/15/fees

Section 8: Contact details

8.1 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

8.2 Post-application enquiries

Admissions enquiries specific to the Faculty of Environment should be directed to the following;

School of Geography

Email: geo-ug-enq@leeds.ac.uk

Telephone: +44(0)113 343 6719

School of Earth and Environment

Email: admissions@see.leeds.ac.uk

Telephone: +44(0)113 343 6261

Updated by Mrs Lynsay Thomas, ESFM (Admissions), Faculty of Environment, 20 October 2016