

**UNIVERSITY OF LEEDS
SCHOOL OF GEOGRAPHY**

**ADMISSIONS POLICY
2012-2013**

This document outlines the School of Geography Admissions Policy for 2012 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2012 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 School of Geography Admissions Policy applies to the following programmes:

L700 BA Geography
F800 BSc Geography
L7N9 BA Geography with Transport Planning
FF68 BSc Geography-Geology

Application process

1. UCAS process

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

The School of Geography may, however, sometimes consider applications made between 15 January and 30 June (i.e. 'late' or 'post 15 January' applications). The School does not usually participate in the UCAS Extra scheme.

2. Access to Leeds scheme

The School of Geography is committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who have experienced educational or social disadvantage will be flagged to admissions tutors using a combination of school performance, geographic factors and personal circumstances. Admissions tutors can then assess the Access to Leeds applicant's potential using the contextual evidence. Students made an offer under the Access to Leeds scheme will receive an alternative offer alongside their standard offer. The alternative offer will be the equivalent of two A Level grades below their standard offer, and is conditional upon successfully completing the Access to Leeds module. Access to Leeds students will be 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 www.leeds.ac.uk/ace/access/access.htm.

3. Deferred applications/ Gap-Year

The School of Geography will normally 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.

4. Re-sits/ Re-applications

The School of Geography will normally accept applications from applicants who are reapplying, or who are re-sitting 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 of Geography will consider applications from suitably-qualified students who wish to transfer internally from other programmes at the University of Leeds, providing there places are available on their chosen programme.

Such applicants should contact the Undergraduate Admissions Officer to request a meeting with the Student Support Manager to discuss their reasons for wishing to transfer. The Student Support Manager will consider the candidate's suitability for the programme, with particular reference to their academic qualifications and personal motivation for seeking a transfer. The Student Support Manager may also consult with the relevant programme leader before making a final decision. Such applications are thus dealt with on an individual basis.

7. Joint Honours applications

In addition to two-subject degrees in Geography-Geology (FF68) and in Geography with Transport Planning (L7N9), the School of Geography also teaches on the following Joint Honours programmes, parented by other Schools and Faculties (listed alongside):

LL17 BA Economics-Geography	Business School
VL17 BA Geography-History	School of History
LN72 BA Geography-Management	Business School
FN82 BSc Geography-Management	Business School
FG81 BSc Geography-Mathematics	School of Maths
LL72 BA Geography-Politics	School of Politics
LL47 BA Geography-Social Policy	School of Sociology and Social Policy
LL37 BA Geography-Sociology	School of Sociology and Social Policy
RL47 BA Geography-Spanish	School of Modern Languages

Typical entry requirements for each Joint Honours programme are listed in the Undergraduate Prospectus, together with the phone number of the appropriate admissions contact in the parent school. Please consult the Admissions Policy of the parent school for specific guidance about applying to the above joint honours programmes.

8. Applications from minors and vulnerable persons

The University of Leeds Undergraduate Admissions Policy details our policy on dealing with applications from minors and vulnerable persons. Age and “vulnerability” are, of themselves, not generally a bar to admission. It is recognised that in some cases careful consideration may need to be given to someone’s age or position as a vulnerable adult when applying for certain programmes. The School is mindful of this, particularly in relation to the range of learning and teaching experiences which our programmes provide, including laboratory classes and field work, both within Britain and internationally. The School, therefore, provides appropriate support and guidance for such students, both during the application stage and once 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 students

All applications from international students are considered in line with our standard entrance requirements (expressed as English 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 School of Geography 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/internationalstudents>

10. Mature students

The School of Geography welcomes applications from mature applicants. Mature applicants are considered individually, taking account of existing academic qualifications, any relevant experience in the workplace or elsewhere, and personal motivation for study. Prospective applicants are invited to contact the Undergraduate Admissions Officer for advice and guidance before submitting their application to UCAS. No 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 may be invited for an informal interview. They may also be required to produce a piece of written work as part of the selection process, particularly where a lengthy period has elapsed since previous formal academic study.

Support for mature students is also available through the Lifelong Learning Centre. This support includes pre-entry advice and guidance for adults, matriculation tests, techniques to develop academic skills before entry, and information on a range of issues relevant to such applicants. The LLC also offer alternate entry schemes such as the Preparation for Higher Education programme, which allows mature students to develop the skills they need to progress onto degree-level study. This can provide a pathway to the BA Geography programme. The LLC also run the BSc Interdisciplinary Science foundation year for those who wish to study a science-based degree but who may not possess the necessary qualifications or skills to do so. This is useful for those wishing to progress onto the BSc Geography programme. For further details, contact: part-time@leeds.ac.uk, phone 0113 343 3212 or see: www.leeds.ac.uk/lifelonglearningcentre.

11. Part time applicants

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre rather than through UCAS. Fees, payment of fees, and financial support, as well as a number of other arrangements, are different for part-time UG study. Support is available through the Lifelong Learning Centre (LLC) 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, developing academic skills before entry, and information on a range of issues relevant to such applicants. For further details, contact: part-time@leeds.ac.uk, phone 0113 343 3212 or see: www.leeds.ac.uk/lifelonglearningcentre.

All programmes offered by the School of Geography can be studied on a part-time basis, usually over 6 years, taking 60 credits per year. Applicants are reminded that they must be able to adhere to timetables which have been arranged for full-time students and elements of compulsory modules are likely to be scheduled on several different days across the week. For this reason, the Geography programmes cannot be attended on a day-release basis or over 2.5 days per week.

12. Applicants with disabilities

The School of Geography welcomes applications from people with disabilities.¹ The University and the School will make reasonable adjustments, to help ensure that disabled applicants have full and equal access to our admissions procedures and courses, and to the full range of our learning and teaching opportunities, including fieldwork and laboratory classes. Judgments about an individual candidate's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements. The School will also strive to be proactive in ensuring that our admissions process and any related events (for example, School open days) are as accessible as possible.

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 adjustments.

Disabled candidates are also advised to contact the University's Disability Team, which is part of the University's Equality Service (visit the Equality Service's website at www.equality.leeds.ac.uk) 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. Applicants are also welcome to contact the School directly to discuss any support or adjustments they may require. The School of Geography's Disability Contact is Katherine Dunlavy, k.m.dunlavy@leeds.ac.uk, phone 0113 343 6835.

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.

If any applicant feels that their disability has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.12 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 Diversity which is available from the University's Equality Service at www.equality.leeds.ac.uk.

13. Applicants with a health-related issue

The University of Leeds Undergraduate Admissions Policy details our policy concerning applicants with a health-related issue. The School sees health-related issues² as being distinct from disability-related issues, although, of course, 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 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, 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 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.

Admissions intake

14. Admissions intake

The School of Geography's intake through UCAS is typically 187 home/EU students, including mature students. International fee-paying students are considered in addition to this figure.

15. Competition for places

Programmes within the School of Geography are very popular and in recent years we have received between 1000 and 1200 applications for the 187 places available. Most of our applicants have an excellent academic record, typically AAA, AAB or ABB (or equivalent qualifications), depending on the programme.

Selection process

16. 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

² 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.

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 Geography.

The selection criteria will treat all students fairly and 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 School of Geography welcomes applications from applicants studying a range of equivalent Level 3 qualifications where students have the potential to succeed on their chosen degree course. The normal academic entrance requirements are listed below. Please see www.geog.leeds.ac.uk/study/undergraduate/admissions/entry for the most up to date information on entry requirements.

L700 BA Geography

Qualification	Normal requirement
A Level	AAA including an A in Geography or equivalent
International Baccalaureate	37 points (18 at Higher Level including 6 in Geography)
Scottish Highers/Advanced Highers	Highers AAAAA / Advanced Highers AAA (including Geography or equivalent)
BTEC	BTEC qualifications in relevant disciplines are considered in combination with other qualifications, e.g. A level Geography.
Access to Higher Education Diploma	A minimum of 60 credits to be achieved in the Access to HE Diploma in a related discipline, with 45 credits at Level 3. Subject specific modules and or grades may be required.
Advanced Diploma	The Advanced Diploma will be considered for entry where the ASL is A-level Geography at Grade A and (normally) where the Diploma is in a subject discipline relevant to the degree programme. For a full list of acceptable Diploma subjects and programme specific requirements please refer to the relevant UCAS Entry Profile.
Cambridge Pre-U	D3/D3/D3 in 3 principle subjects (including Geography)

F800 BSc Geography

Qualification	Normal requirement
A Level	AAB including Geography or equivalent
International Baccalaureate	36 points (17 at Higher Level including 6 in Geography)
Scottish Highers/Advanced Highers	Highers AAABB / Advanced Highers AAB (including Geography or equivalent)
BTEC	BTEC qualifications in relevant disciplines are considered in combination with other

	qualifications, e.g. A level Geography.
Access to Higher Education Diploma	A minimum of 60 credits to be achieved in the Access to HE Diploma in a related discipline, with 45 credits at Level 3. Subject specific modules and or grades may be required.
Advanced Diploma	The Advanced Diploma will be considered for entry where the ASL is A-level Geography at Grade A and (normally) where the Diploma is in a subject discipline relevant to the degree programme. For a full list of acceptable Diploma subjects and programme specific requirements please refer to the relevant UCAS Entry Profile.
Cambridge Pre-U	D3/D3/M2 in 3 principle subjects (including Geography)

L7N9 BA Geography with Transport Planning

Qualification	Normal requirement
A Level	ABB including A in Geography or equivalent
International Baccalaureate	34 points (16 at Higher Level including 6 in Geography)
Scottish Highers/Advanced Highers	Highers ABBBB / Advanced Highers ABB (including A in Geography or equivalent)
BTEC	BTEC qualifications in relevant disciplines are considered in combination with other qualifications, e.g. A level Geography.
Access to Higher Education Diploma	A minimum of 60 credits to be achieved in the Access to HE Diploma in a related discipline, with 45 credits at Level 3. Subject specific modules and or grades may be required.
Advanced Diploma	The Advanced Diploma will be considered for entry where the ASL is A-level Geography at Grade A and (normally) where the Diploma is in a subject discipline relevant to the degree programme. For a full list of acceptable Diploma subjects and programme specific requirements please refer to the relevant UCAS Entry Profile.
Cambridge Pre-U	D3/M2/M2 in 3 principle subjects (including D3 in Geography)

FF68 BSc Geography-Geology

Qualification	Normal requirement
A Level	ABB including Geography or equivalent, plus one of Biology, Chemistry, Geology, Maths, Physics (grade A to come from Geography or one of the other above-named subjects)
International Baccalaureate	34 points (16 at Higher Level including 6 in Geography and 6 in one of Biology, Chemistry, Geology, Maths, Physics))
Scottish Highers/Advanced Highers	Highers ABBBB / Advanced Highers ABB

	(including Geography or equivalent and one of Biology, Chemistry, Geology, Maths or Physics – grade A to come from Geography or one of the other above-named subjects)
BTEC	BTEC qualifications in relevant disciplines are considered in combination with other qualifications, e.g. A level Geography.
Access to Higher Education Diploma	A minimum of 60 credits to be achieved in the Access to HE Diploma in a related discipline, with 45 credits at Level 3. Subject specific modules and or grades may be required.
Advanced Diploma	The Advanced Diploma will be considered for entry where the ASL is A-level Geography at Grade A and (normally) where the Diploma is in a subject discipline relevant to the degree programme. For a full list of acceptable Diploma subjects and programme specific requirements please refer to the relevant UCAS Entry Profile.
Cambridge Pre-U	D3/M2/M2 in 3 principle subjects including Geography plus one of Biology, Chemistry, Maths, Physics (D3 to come from Geography or one of the other above-named subjects).

Our A Level offers exclude General Studies and Critical Thinking. We also require a minimum of English and Mathematics at GCSE grade C or above, or equivalent qualification.

Applicants taking qualifications other than those listed above are advised to contact the School for specific advice about entry requirements prior to submitting an application.

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

18. Personal statement advice

The personal statement on the UCAS form helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. 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. In particular, the School would like to be told why the applicant has chosen a particular programme, what s/he will bring to the programme and what s/he expects to gain from it. The statement should tell us about an applicant's academic preferences, as well as their skills, abilities, and interests outside the academic environment, especially if these are relevant to the programme. The statement can also include information about involvement in community or citizenship activities, group memberships and outdoor pursuits.

19. Interviews

Interviews do not form part of our standard admissions process, however, in some cases, non-standard applicants may be invited for an interview, e.g. mature applicants, those applying for entry to a higher level of the degree programme by Accreditation of

Prior Learning (APL), and those transferring internally from other courses. These informal interviews are normally conducted by an Admissions Tutor or the Student Support Manager, and are intended to secure further information about academic and other relevant experience, and about individual motivation that may help in assessing the applicant's readiness for study in Higher Education.

20. 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. In some cases – chiefly mature students, those seeking internal transfer and applicants for entry based on Accreditation of Higher Learning – other means of assessment may be required, e.g. an interview, a written piece of work, or a foundation year. The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made.

Unsuccessful applicants

21. Reasons for unsuccessful applications

Because of the volume of applications received, we sometimes have to reject students who already hold or are predicted to achieve grades lower than the minimum entry 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.

22. 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 to the School's Undergraduate Admissions Officer and 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 of Geography 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 Professor Gill Valentine, Head of School, School of Geography, 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 Undergraduate Open Days are usually held in June and October and are designed for prospective applicants rather than those who have already been made an offer.

25. Post-applicant days

All applicants to whom we have made offers are invited to attend a School of Geography post-applicant day. Attendance is not compulsory and is not part of the selection process. However, the School strongly encourages all applicants to take this opportunity to familiarise themselves with the department and their chosen programme of study, and thus make an informed choice about whether to accept our offer. You will not be required to undertake an interview as part of this visit.

Scholarships & funding

26. The University of Leeds is committed to encouraging students from all backgrounds, and we therefore have 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>

Contact details

27. 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/students

28. Post-application enquiries

Admissions enquiries specific to the School of Geography should be directed to:

Undergraduate Admissions Officer
School of Geography
University of Leeds
Leeds
LS2 9JT

Telephone: 0113 343 6835
Email: geo-ug-enq@leeds.ac.uk