

**UNIVERSITY OF LEEDS**  
**FACULTY OF ARTS, HUMANITIES AND CULTURES**  
**TAUGHT POSTGRADUATE ADMISSIONS POLICY**  
**2018**

This document outlines the Faculty of Arts, Humanities and Cultures Taught Postgraduate Admissions Policy for 2018 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Taught Postgraduate Admissions Policy (downloadable from the University website at: [www.leeds.ac.uk/pgtadmissionspolicy](http://www.leeds.ac.uk/pgtadmissionspolicy)) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Faculty of Arts, Humanities and Cultures Admissions Policy applies to programmes taught by the following schools:

- School of Design
- School of English
- School of Fine Art, History of Art and Cultural Studies
- School of History and Institute for Medieval Studies
- School of Languages, Cultures and Societies
- School of Media and Communication
- School of Music
- School of Performance and Cultural Industries
- School of Philosophy, Religion and the History of Science

Information about each of our courses is available on the University's online Coursefinder: <https://courses.leeds.ac.uk/> and on the relevant School's website – *please see section 7. below, for web-links*

## 1. **Principles**

The Faculty of Arts, Humanities and Cultures 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 Arts, Humanities and Cultures 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 **How to apply**

All applicants for taught postgraduate programmes are encouraged to apply online at <http://www.leeds.ac.uk/students/apply.htm>. If you apply online it is possible for you to track

your application at each stage of the process and it is recommended that you regularly check the portal for updates.

It is important that overseas applicants upload all academic transcripts to the portal at the earliest opportunity, to enable us to assess your suitability for the course. CAS and Visa documents are also required if you have studied in the UK previously. **If the necessary documents are not uploaded, there may be delays in processing your application.**

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at [www.equality.leeds.ac.uk/university-policies-2/](http://www.equality.leeds.ac.uk/university-policies-2/).

### **3.2 General entrance requirements**

The typical entrance requirements for programmes within the Faculty of Arts, Humanities and Cultures is a good first honours degree of at least a UK upper second class or equivalent. Criteria for entry to individual programmes of study may differ and applicants are advised to check programme specific entry requirements on the University's online Coursefinder or relevant School's website (*see 7. for web-links*), prior to application. Exceptions to the published entry requirements may be made when the School considers that applicants demonstrate significant relevant non-standard experience, such as work / voluntary experience, and their potential for benefiting from the programme is clear.

### **3.3 Application deadlines**

Applicants are encouraged to apply as early as possible for taught postgraduate programmes. International students are particularly advised to submit applications as early as possible to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK.

An offer of a place is also needed if applicants are to qualify to apply for many scholarships that are available to international students. Closing dates for scholarship applications can often be early in the year, so funding/scholarship applicants should submit an application for a place at the University at least one month before any specific scholarship deadline. More specific details about scholarship application deadlines may be found on the relevant School's website (*see 7. for web-links*).

Applications for programmes in the School of Languages, Cultures and Societies will only be assessed if they are received complete with all required documentation by the relevant application closing date. Please refer to the School website for details at: [School of Languages, Cultures & Societies Taught Postgraduate Courses](#).

### **3.4 International / overseas students**

Teaching, assessment and student support will take place in English, unless otherwise stated. Schools must be confident that candidates have the proficiency in English language

necessary to succeed on the chosen programme of study and that they meet the UKVI minimum requirements to obtain a Tier 4 visa.

All applications from international students are considered in line with standard entrance requirements. Proof of English Language proficiency will be required and minimum levels and approved tests are detailed in the University of Leeds Taught Postgraduate Admissions Policy [www.leeds.ac.uk/pgtadmissionspolicy](http://www.leeds.ac.uk/pgtadmissionspolicy).

Some programmes, such as those in the School of Languages, Cultures and Societies that involve translation and interpreting, may require English Language proficiency to be of a higher level than standard university requirements. For details of a programme's particular English language entry requirements, please visit the University's online Coursefinder or the relevant School's website (*see 7. for web-links*).

An applicant that does not meet the English language requirements for the academic course, but does meet the requirements for the University of Leeds pre-sessional English Language summer courses, may be eligible for a combined offer for the pre-sessional and Taught Postgraduate programme. Applicants will be informed via their offer letter if they are eligible for a combined offer, for which they will need to opt in. Applicants with a combined unconditional offer needing a CAS will receive a single CAS for the duration of their studies. Applicants must attend and pass the pre-sessional course in order to progress onto the Taught Postgraduate programme and failure to do so will result in the applicant being unable to join the programme. Applicants can opt out of this route in favour of meeting the English Language requirement by completing one of the English Language tests detailed in Appendix A, Section 2 of the University of Leeds Taught Postgraduate Admissions Policy, by declining the offer and contacting [tp\\_applications@leeds.ac.uk](mailto:tp_applications@leeds.ac.uk).

Admissions staff are experienced in considering a wide range of international qualifications in relation to programme entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the relevant School's Education Service Officer for taught postgraduate admissions, as listed in *section 7*, below.

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

Overseas applicants and applicants from non-EU countries should note that student visa regulations will not normally permit them to study on a part-time basis.

### **3.5 Admissions intake**

All programmes within the Faculty of Arts, Humanities and Cultures aim to recruit the highest calibre students, with all places awarded on merit. The allocation of student places is set for each programme on an annual basis. Many of our programmes are very popular and receive a greater number of applications than the number of places available.

### 3.6 Advanced Entry

Accreditation of prior learning is a process undertaken by the University in order to assess and, as appropriate, recognise prior experiential or certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study. Credit Transfer is the process by which the University accepts credit arising from prior certificated learning, either awarded by the University of Leeds or another institution, as contributing to an award of the University. Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant School at the point of admission on to a programme of study. Retrospective applications from students part-way through a programme cannot normally be considered.

For further information, please contact the relevant School's Education Service Officer for taught postgraduate admissions, as listed in *section 7*, below.

Further details of the University's policy can be found on our website at [http://ses.leeds.ac.uk/info/22149/academic\\_policies\\_and\\_key\\_documents/623/accreditation\\_of\\_prior\\_learning](http://ses.leeds.ac.uk/info/22149/academic_policies_and_key_documents/623/accreditation_of_prior_learning)

### 4. Selection process

Academic grades normally form only part of the final decision and the following information explains how applicants may demonstrate that they have the skills, knowledge and attributes that will enable them to become a successful student in the Faculty of Arts, Humanities and Cultures. Relevant voluntary / work experience, for example, may be taken into account. Applicants (other than those to the School of Media and Communication and some courses in the School of Languages, Cultures and Societies that involve translation and interpreting) are usually required to submit a supporting statement which outlines their aptitude and interest in the proposed area of study.

Applicants for programmes in the following areas are advised to refer to the University's online Coursefinder or the relevant School website (*see 7. for web-links*) for details of additional evidence of their skills and knowledge that is required as part of the application process:

- **School of Design**  
Applicants for programmes that include a practical 'design' component are required to submit an electronic portfolio of their recent creative work
- **School of Fine Art, History of Art and Cultural Studies**  
Applicants for the MA Fine Art are required to submit a research study proposal of up to one-thousand words and a portfolio of up to fifteen images of recent creative work in an online or digital format.
- **School of Languages, Cultures and Societies**  
Applicants for programmes that include a translation or interpreting element are required to complete translation tests in relevant languages.

- **School of Music**  
Applicants for most programmes are required to provide specific examples of their work as part of their application.
- **School of Performance and Cultural Industries**  
Applicants for the MA Performance Design and MA Writing for Performance and Publication are required to submit additional work

#### 4.1 Interviews

Schools in the Faculty of Arts, Humanities and Cultures (other than those detailed below) do not typically undertake interviews with applicants, though in certain circumstances an applicant may be invited to interview as part of the selection procedure. This may allow Schools to further assess the applicant's aptitude and interest in the programme in cases where the applicant's circumstances are not straightforward.

Suitably qualified applicants to the following Schools/programmes will be invited to participate in an interview:

- **The School of Fine Art, History of Art and Cultural Studies**  
Suitably qualified applicants to all programmes, except MA Critical and Cultural Studies, are normally invited to interview. This informal discussion will focus on the student's motivation to study, experience of the subject and understanding of the programme. Applicants may be asked to submit written responses to a series of questions in lieu of, or in addition to the interview.
- **The School of Music**  
Applicants to all programmes, except the MA Music and Management, are normally invited to interview.
- **The School of Languages, Cultures and Societies**  
Applicants to the MA Conference Interpreting and Translation Studies and PG Dip Conference Interpreting are invited to interview.
- **The School of Performance and Cultural Industries**  
Applicants to all programmes except the MA Culture, Creativity and Entrepreneurship, are invited to interview

If you are invited to participate in an interview on a specific date, you will receive an email notification / invitation via the online applicant's portal. The School will do its best to accommodate requests for an alternative date but this cannot be guaranteed. Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis or via Skype, video conferencing or telephone, particularly for overseas applicants.

Some applicants (for example, disabled applicants, applicants who are pregnant, etc.) will require adjustments at interview (for example, a sign-language interpreter or an adjustment

to an audition process) to provide them with full and equal access to the process. The School is responsible for making reasonable adjustments where possible. The University's Disability Services team should be consulted for further advice or information regarding disability related adjustments (email [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)) and the Equality Policy Unit for advice on other adjustments (email [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)).

## 4.2 Offers

Offers are made on the basis of the merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study, and with regard to the availability of a place on the programme. Offers are made based on the information supplied on the application form, assessment of any requisite submitted materials or tests and where required, an interview (*as explained in 4. above*), and proof of English Language (*see 2.4.*). The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made.

## 4.3 Unsuccessful applicants

The Faculty of Arts, Humanities and Cultures receives large numbers of high-quality applications and regrets that it cannot make offers to all of its applicants. Some particularly popular Schools may have to reject many that hold the necessary academic qualifications. Applications may also be rejected if the applicant does not meet published / equivalent academic, practical/creative, or English Language entry requirements (*- for details please go to the online University Coursefinder, or to 7. for the relevant School's website links*); documentation or evidence of academic or creative ability (such as an art portfolio) has not been received; or a compulsory admissions test has not been passed or completed. If an applicant is still unclear about the reasons for a rejection, they may request general feedback via the online 'applicant portal'. The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy <http://www.leeds.ac.uk/pgtadmissionspolicy>.

## 4.4 Complaints

The Faculty of Arts, Humanities and Cultures will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Taught Postgraduate Admissions Policy: <http://www.leeds.ac.uk/pgtadmissionspolicy>. Applicants who wish to discuss an admissions issue or challenge a decision to reject their application, should discuss this with the relevant School (*see contacts at 7.*). If the applicant is not satisfied with the response, they should email the Faculty Admissions Manager (Taught Postgraduate courses) detailing the nature of their complaint - normally within 14 days of the decision.

Full details of the complaints procedure can be found in the University of Leeds [Postgraduate Admissions Policy](#).

## 4.5 Disabled applicants

The Faculty of Arts, Humanities and Cultures welcomes applications from disabled people<sup>1</sup>. The University will make appropriate adjustments, to help ensure 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.

The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to declare their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate adjustments. Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability. Disabled applicants are also advised to contact the University's Disability Services team (part of the University's Student Education Service) once an application has been submitted, to discuss any support requirements they may have in relation to the programme for which they have applied. Disability Services can be contacted at [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk).

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at [www.equality.leeds.ac.uk/university-policies-2/](http://www.equality.leeds.ac.uk/university-policies-2/).

## 4.6 Applicants with a health-related issue or other mitigating circumstance

This section deals with health-related issues,<sup>2</sup> which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant School's Education Service Officer for taught postgraduate admissions (*see 7. For contact details*) as soon as possible if their health is likely to impact on their ability to engage with the admissions process. The University aims to be flexible in such circumstances and to take such issues into account.

If a candidate feels that their prior ill-health – or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) – may have affected their previous education, or the grades they received in past examinations, then they are also welcome to contact the School to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances.

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<sup>1</sup> The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact 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, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

<sup>2</sup> Which are not classed as a "disability".

#### **4.7 Support for 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 relevant School 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.

#### **4.8 Applicants seeking deferred entry**

The Faculty of Arts, Humanities and Cultures considers a deferred applicant as one who currently holds an offer but wishes to change the year of entry to the following academic year, or one who applies for the following academic year from the outset. Applicants who wish to defer an offer of a place to the following academic year should contact the relevant School (*see 7. For contact details*). Only applicants with an unconditional offer, or who have an offer conditional on English language are able to defer. Deferral of a place to study is at the discretion of the School and is strictly limited to a maximum of one academic year following the year of initial application. Offer conditions made will not be subject to change, except where a two year time limit is placed on an English Language qualification.

Applicants who request deferral for more than one academic year will normally be required to reapply. Such candidates should be aware that no guarantee can be given that another offer will be made and that the conditions of any future offer may differ to those of the original.

Applicants who wish to defer an offer of a place to the following academic year should request this via the online application portal.

#### **4.9 Applicants wishing to reapply**

Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt will be an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

#### **4.10 Former students of the University**

The University of Leeds welcomes applications from candidates who have previously studied at this institution. Where appropriate, such candidates may be able to apply for Advanced Entry (*see 3.6 above*).

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, though not to the same or a closely related programme of study, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons e.g. ill health, financial reasons, will not be subject to this condition.



Applications from those who have been permanently excluded (expelled) from the University for disciplinary reasons; and those who have been excluded under the Referred Student Procedure for reasons of misconduct or fitness to train in a professionally-regulated discipline, will be rejected.

Applicants should contact the relevant School for further information (*see 7. For contact details*).

#### **4.11 Criminal convictions**

The University has a policy statement on students with criminal records, which can be accessed from our website at [http://www.leeds.ac.uk/secretariat/documents/applicants\\_students\\_criminal\\_record.pdf](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.

The possession of 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.

*Please note:*

**The School of Performance and Cultural Industries:** Although there are no limitations on registration for this programme for those with criminal records, candidates should understand that Disclosure Barring Service (DBS) checks will be needed for some practical contexts in some modules. If you have specific questions please contact the School (*see 7. for contact details*).

### **5. Opportunities to visit**

#### **5.1 Visiting the School / open days**

The annual University of Leeds Postgraduate Open Day is a great opportunity for prospective postgraduates to view the University's extensive facilities, meet with teaching staff and find out more about life as a student at Leeds. Applicants are also welcome to make alternative arrangements to visit Schools within the Faculty of Arts, Humanities and Cultures, by contacting the relevant School Education Service Officer for taught postgraduate admissions (*- see 7. for details*).

## **6. Scholarships and funding**

The University of Leeds currently offers a wide range of scholarships and studentships that provide funding for students to undertake postgraduate study at the university. These range from partial funding towards academic fees to fully funded awards which also provide a living allowance. Further details can be found on our website at

<http://www.leeds.ac.uk/info/130536/funding>

### **6.1 University scholarships**

Postgraduate students at Leeds benefit from around £10m of funding from the University and externally. Postgraduate scholarships are available to international, UK and EU students and applicants are recommended to check their eligibility online at: [Postgraduate scholarships](#).

### **6.2 School scholarships information**

Further details of School scholarships can be found on the relevant School's website (see 7. *for web links*).

## **7. Contact details for application enquiries**

Admissions enquiries should be directed to the relevant School's Education Service Officer for taught postgraduate admissions:

### **School of Design**

Website: [School of Design Taught Postgraduate Courses](#)  
Email: [texp@leeds.ac.uk](mailto:texp@leeds.ac.uk)  
Phone: +44(0)113 34 33716

### **School of English**

Website: [School of English Taught Postgraduate Courses](#)  
Email: [pgtenglish@leeds.ac.uk](mailto:pgtenglish@leeds.ac.uk)  
Phone: +44(0)113 343 4738

### **School of Fine Art, History of Art and Cultural Studies**

Website: [School of Fine Art, History of Art & Cultural Studies Taught Postgraduate Courses](#)  
Email: [Fine.Art.PG.Enquiries@leeds.ac.uk](mailto:Fine.Art.PG.Enquiries@leeds.ac.uk)  
Phone: +44 (0) 113 3435274

### **School of History and Institute for Medieval Studies**

Website: [School of History Taught Postgraduate Courses](#)  
Email: [historypg@leeds.ac.uk](mailto:historypg@leeds.ac.uk)  
Phone: +44 (0)113 343 8747

### **School of Languages, Cultures and Societies**

Website: [School of Languages, Cultures & Societies Taught Postgraduate Courses](#)

Email: [lcspg@leeds.ac.uk](mailto:lcspg@leeds.ac.uk)  
'Phone: +44(0)113 343 3234 / 0113 343 0322

**School of Media and Communication**

Website: [School of Media & Communication Taught Postgraduate Courses](#)  
Email: [mediapg@leeds.ac.uk](mailto:mediapg@leeds.ac.uk)  
'Phone: +44(0)113 343 4192 / 0113 343 5800

**School of Music**

Website: [School of Music Taught Postgraduate Courses](#)  
Email: [pqtmusic@leeds.ac.uk](mailto:pqtmusic@leeds.ac.uk)  
'Phone: +44(0)113 343 2583

**School of Performance and Cultural Industries**

Website: [School of Performance & Cultural Industries Taught Postgraduate Courses](#)  
Email: [pcipg@leeds.ac.uk](mailto:pcipg@leeds.ac.uk)  
'Phone: +44(0)113 343 8710

**School of Philosophy, Religion and the History of Science**

Website: [School of Philosophy, Religion & the History of Science Taught Postgraduate Courses](#)  
Email: [PRHS\\_PGEquiries@leeds.ac.uk](mailto:PRHS_PGEquiries@leeds.ac.uk)  
'Phone: +44(0)113 3433644