

**UNIVERSITY OF LEEDS  
SCHOOL OF HEALTHCARE**

**UNDERGRADUATE ADMISSIONS POLICY  
2018**

This document outlines the School of Healthcare Admissions Policy for 2018 entry. 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 School of Healthcare Admissions Policy applies to the following programmes:

BSc (Hons) Nursing (Adult): B700  
BSc (Hons) Nursing (Child) B730  
BSc (Hons) Nursing (Mental Health) B760  
BSc (Hons) Midwifery B720  
BA (Hons) Social Work L500

**1 Principles**

The School of Healthcare 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 School of Healthcare 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](http://www.ucas.com)) by 15<sup>th</sup> January.

The School of Healthcare will not normally accept applications after the initial UCAS closing date. The School occasionally participates 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 or more 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 has attended, a school which achieved less than the national average of 5 A\* to C or 9 to 4 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 receives 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 conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice as well as:

- a reduction of two A Level grades (across two of three A levels, if taken),  
OR
- an equivalent reduction where alternative qualifications are offered

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/45 (or equivalent) in the requested subject area, although many applicants to highly selective courses present with higher than the minimum GCSE requirements.

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

Applicants who do not meet the standard criteria for an offer but are Access to Leeds eligible will be considered for an offer that is "Access to Leeds only" and require successful completion of the Access to Leeds module in order to have their place confirmed. Such applicants must meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a grade C/4 (or equivalent) in the requested subject area.

The Access to Leeds scheme is not appropriate for applicants who already hold a Higher Education qualification or those taking an Access to Higher Education or foundation qualification. For more information on Access to Leeds please refer to

[http://www.leeds.ac.uk/info/128005/applying/33/alternative\\_admissions/2](http://www.leeds.ac.uk/info/128005/applying/33/alternative_admissions/2)

### **3.3 Deferred applications/ Gap-Year**

The School of Healthcare 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.

Applicants who wish to defer following the submission of their application may be required to do so prior to the confirmation of a place. For offer holders whose first language is not English, English language qualifications must also be valid at the revised start date.

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, they must reapply and contact the School.

### **3.4 Re-sits/ Re-applications**

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

Applicants who wish to reapply should contact the School prior to making an application. 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 is an academic judgement. Such candidates will be made 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.

### **3.5 Early Examinations**

The School of Healthcare 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**

We are 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.

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

### **3.7 Internal transfers**

The School of Healthcare will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available for the first year of the programme. Applicants are expected to meet the standard academic entry requirements.

### **3.8 External transfers**

The School of Healthcare will accept applications from applicants who wish to transfer onto one of our courses from other institutions, providing places are available. **Such transfer pertains to year 1 or year 2 of the programme only.** Applicants are expected to meet the standard academic entry requirements and will be required to attend an interview. Module aims and objectives from the current place of study will be mapped against the School of Healthcare programme applied for. There is no external transfer into the third year of any Undergraduate programmes and each case will be determined upon merit.

### **3.9 Advanced Entry**

The School of Healthcare will accept applications from applicants who are seeking entry to the second year. All applications must be made through UCAS by January 2019. To be eligible, applicants must demonstrate that:

- They meet first year requirements
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought have been met
- They achieve a minimum 60% average in their first year study

Judgements on equivalence are made by the Admissions Tutor. Entry onto Level 3 of the School of Healthcare is not permitted.

Further details of the University's policy can be found on our website at [http://ses.leeds.ac.uk/info/22177/decision-making\\_and\\_admissions\\_procedures/623/accreditation\\_of\\_prior\\_learning](http://ses.leeds.ac.uk/info/22177/decision-making_and_admissions_procedures/623/accreditation_of_prior_learning)

### **3.10 Age and Safeguarding**

The School follows University policy on this issue and recognises someone's young age (if under 18) or safeguarding position may need to be taken into account. Applicants will need to be 18 years or over to be eligible to attend the School of Healthcare programmes as of the commencement date.

### **3.11 International/ Overseas students**

The School of Healthcare welcomes International/Overseas students.

In applying to the School of Healthcare for the BSc Adult, Child or Mental Health Nursing programme, BSc Midwifery programme or BA Social Work programme applicants need to be fully conversant of the implications of Student, Graduate Nurse or Midwife or Social worker with UK registration, with the Nursing and Midwifery Council (NMC) <https://www.nmc.org.uk/> and as a social worker with the Health and Care Professions Council (HCPC) <http://www.hcpc-uk.co.uk/> ) within the United Kingdom.

### **BSc Adult, Child, Mental Health Nursing and Midwifery**

In the UK there are four fields of Nursing, three of which are provided by the School of Healthcare (Adult, Child and Mental Health Nursing). The School does not offer a Nursing programme for Learning Disability. All the fields currently require a separate degree pathway. Graduating with a degree in one field only allows registration with the Nursing and Midwifery Council (NMC)

<https://www.nmc.org.uk/> in that field and practice within that field. For example, an Adult Nursing Degree with registration does **not** enable the degree holder to work as a Children's Nurse, Mental Health Nurse or Midwife for example. Midwifery is also a separate degree course.

The programmes are therefore specific to one field, which may be different to Nursing or Midwifery courses in the home country. Applicants should consider such implications before applying to the School of Healthcare and check the in-country Nursing and Midwifery Board, Nursing/Midwifery Regulatory Body or Nursing/Midwifery Licensing body to determine if this qualification is acceptable should a return to the home country become necessary. Further clarification is required to ascertain if licensing or regulatory bodies require further preparation for practice in the home country after gaining a UK Nursing or Midwifery degree. Not all countries have the same requirements so transferability cannot be assumed.

The BSc Nursing (Adult, Child and Mental Health) and Midwifery degree programmes are three years in length and upon completion and sign off by the School of Healthcare, entitlement to register with the NMC (UK Nursing and Midwifery Council) is permissible. This registration enables the holder to practice in the United Kingdom. It also allows the holder to register and practice within the European Union at present. However, the UK is currently opting out of membership of the EU, and when this has been finalised this could change.

### BA Social Work

The Social Work programme is three years in length. Upon graduation, registration can be applied for with the UK Health and Care Professions Council. This enables registrants to use the title of Social Worker and to practice in England and Wales. Applicants not intending to work in England and Wales should contact the Registration board in the relevant country and check the requirements. Not all countries have the same requirements so transferability cannot be assumed.

### Educational Requirements:

All applications from international students are considered in line with our standard entry requirements (typically 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 Healthcare are detailed below.

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants for whom English is not their first language may require an additional English language qualification to gain entry to the University of Leeds and will be made an offer which is conditional on successful completion of one of the approved tests, or one of the University of Leeds pre-sessional English language courses. A list of applicants who are not required to undertake further English language tests can be found on our Language centre website

[http://www.leeds.ac.uk/arts/info/125008/english\\_language](http://www.leeds.ac.uk/arts/info/125008/english_language)

Further information for prospective international applicants can be found on our 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 allow study on a part-time basis.

Certain qualifications, e.g IELTS, have a 2 year validity period and must be valid at the commencement of studies.

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

### **Commonly Accepted Qualifications**

- IELTS (International English Language Testing System) 4: an overall score of 7.0 with not less than 7.0 in listening, reading, writing and speaking.
- Pass in the Trinity College Integrated Skills in English (ISE) examinations: II or above
- PTE Academic (Pearson Test of Academic English)\*: an overall score of 60, with at least 56 in listening, reading, writing and speaking
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English: grades A – C
- University of Cambridge ESOL Examinations: Certificate in Advanced English: grades A - C
- University of Cambridge ESOL Examinations: Certificate of Proficiency in English: grades 169 overall with no less than 162 in any component (post Jan 2015)
- University of Cambridge ESOL Examinations: Certificate in Advanced English: grades 169 overall with no less than 162 in any component (post Jan 2015)
- ibtTOEFL (Internet-based Test of English as a Foreign Language): an overall score of 87, with no less than: 20 in listening and reading, 22 in speaking, and 21 in writing
- 70% or higher in English in the Indian Standard Twelfth, together with use of English as the medium of instruction at secondary school
- Cambridge IGCSE English as a First Language: grades A - C
- Cambridge IGCSE English as a Second Language: grades A – C

Teaching, assessment and student support will take place in English, unless otherwise stated. Overseas applicants from outside the European Union or European Economic Area will require a Tier 4 student visa in order to study at the School of Healthcare.

## Admissions Process

All applicants for Nursing, Midwifery and Social Work programmes must meet entry requirements, are required to be interviewed and undertake a short entry test. Interviews may be conducted via SKYPE and will be arranged with the applicant for a specific date and time. For nursing and midwifery the test is a numeracy test. For Social Work, the current test is a written exercise. Tests for Nursing and Midwifery will be taken remotely, but under observation, immediately following the interview. Tests for Social Work will be under advisement.

The numeracy test for Nursing and Midwifery is set around the European metric system of measurement and calculation. Information pertaining to the International English Language Testing System qualification "IELTS" is available at: [http://www.leeds.ac.uk/arts/info/125008/english\\_language](http://www.leeds.ac.uk/arts/info/125008/english_language).

## Fees and Additional Costs

All applicants need to ensure cognisance of the financial implications before applying to the School of Healthcare and that there may be a requirement to provide a financial guarantee of funding for three years. The status of a student as being a home or overseas student is based upon residential status and not nationality. Where a prospective student is an overseas citizen living within the UK they should contact the Admissions Team at the School of Healthcare, ([https://medhealth.leeds.ac.uk/info/1100/school\\_of\\_healthcare/959/contact\\_us](https://medhealth.leeds.ac.uk/info/1100/school_of_healthcare/959/contact_us)) regardless of their residential status, to verify their fees status.

The current tuition and combined placement fees for Undergraduate international students are £21,500.00 per annum for 2017/18, rising to £23,250.00 in 2018/19 and are subject to annual revision. The course length is 3 years. Students will have to pay for Occupational Health clearance and immunisations (cost will vary dependent on individual needs of student and course requirements as well as any additional Occupational Health appointments and treatment needed during the programme. Other additional costs associated with the programme, which require consideration include visas and travel to and from placement. Applicants for all Undergraduate programmes at the School of Healthcare require a Criminal Record check, which will be undertaken as part of the visa application.

### **3.12 Mature applicants**

Mature students, those who will be over 21 at the point of entry, 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. 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.

### **3.13 Part time applicants**

The School of Healthcare does not offer any part-time courses. 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](mailto:lifelonglearning@leeds.ac.uk) phone 0113 343 3212 or see [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

### **3.14 Disabled applicants**

The School of Healthcare welcomes applications from disabled people<sup>1</sup>. 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 declare any disability. 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. 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 through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied.

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 [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](http://www.equality.leeds.ac.uk)

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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.



### 3.15 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 or additional support needs. The School sees health-related issues<sup>2</sup> 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. Appropriate support will be available to applicants with health-related issues during the course of their studies at the University of Leeds.

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 students 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.

### 3.16 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.

### 3.17 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](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.

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

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.

The School is obliged to refuse admission to applicants for certain programmes which are regulated by national or statutory bodies where enhanced DBS checks reveals prior criminal behaviour giving rise to concern for the protection of the public.

## **4 Admissions Requirements**

### **4.1 Admissions intake**

Details are given below of the typical annual intake through UCAS for each programme within the School of Healthcare. The figure range given is for home students, including mature students and those from the European Union and the International Community.

BSc (Hons) Nursing (Adult)	180-210
BSc (Hons) Nursing (Child)	50-55
BSc (Hons) Nursing (Mental Health)	40-50
BSc (Hons) Midwifery	50-55
BA (Hons) Social Work	40-50

### **4.2 Competition for places**

Programmes within the School of Healthcare are generally very popular and we receive in excess of 15 applications for each available place. Most of our applicants have an excellent academic record, typically offering ABB at A2 level and a good range of subjects at GCSE including English, Maths and two Science subjects.

### **4.3 Selection process**

All applications must be made online through the Universities and Colleges Admissions Service ([www.ucas.com](http://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.

Applicants are shortlisted against agreed criteria and they must meet the academic entry requirement for the programme at application or within the admission cycle. The academic background of the applicant plus the personal statement on the UCAS form helps us to assess the nature of the applicant's interest in their chosen profession and is an important part of the selection process. Additionally, the reference provided on the UCAS form must be

supportive of the applicant. The School of Healthcare will only shortlist based on the information supplied on the form at the time of submission.

Due to the diverse range of undergraduate programmes the School uses a range of recruitment methods, including selection events and interviews. This enables further assessment of the applicant's aptitude and interest in the programme. It also allows us to provide detailed information about the programme in terms of content, delivery and expectations of staff and students. Applicants have the opportunity to meet some of the academic staff and current students, and to look at the available facilities within both the School of Healthcare and wider University of Leeds campus.

A numeracy test is required for both the BSc Nursing (Adult, Child and Mental Health) and BSc Midwifery. Please inform the School of Healthcare if you have a disability so that they can facilitate any necessary support.

If invited to the School of Healthcare, applicants will receive an invitation to attend. This will include more detailed information of the nature and content the interview or recruitment event. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

#### **4.4 Academic entrance requirements**

The School of Healthcare 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://medhealth.leeds.ac.uk/info/1100/school\\_of\\_healthcare](http://medhealth.leeds.ac.uk/info/1100/school_of_healthcare) for the programme list of entry requirements and accepted qualifications. We recognise the value, effort and enthusiasm applicants make in the Extended Project and may include it as part of an alternative conditional offer.

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 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. Guiding questions to help individuals construct their personal statements include:

- Why have you chosen a particular profession and what lead you to this?
- What and how have you researched about it?
- What is your knowledge and understanding of your chosen profession and their contribution to the wider team?
- What are the current issues affecting your chosen profession?
- How have your current studies prepared you for your chosen profession and studying at University?
- What transferable skills do you have – for example; work experience, positions of responsibility through paid employment or School/College activities?

- What caring experience do you have?

#### 4.6 Interviews

The School of Healthcare conducts either an individual face to face interview or a focus group interview. This allows a method of identifying potential for study, and further there are professionally relevant legal/regulatory requirement stipulations (for example the UK Nursing and Midwifery Council) which ensure parity with Values Based Recruitment initiatives for those ultimately wishing to work in Health and Social Care.

<https://www.hee.nhs.uk/our-work/attracting-recruiting/values-based-recruitment>

Interviews are scheduled as flexibly as possible to minimise the chance of applicants being unable to complete this part of the selection process. This includes, where possible, providing adequate notice (usually at least two weeks and ideally more to applicants who have to travel from overseas) when inviting an applicant to an interview; and offering applicants an alternative interview date (if requested) where possible. If the School of Healthcare cancels or postpones an interview, applicants will be offered a revised interview date. A revised interview date may not be offered if the applicant fails to attend an interview without informing the University in advance.

##### **Telephone or SKYPE interviews**

The University may conduct telephone or SKYPE interviews if appropriate (eg, for international applicants who may not be able to travel to the School of Healthcare). In some cases legal or regulatory requirements may mean this option is not available. Telephone or SKYPE interviews will follow the same principles and guidance as face-to-face interviews.

#### 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. [Undergraduate Admissions Policy](#)

##### 5.1 Confirmation

Each offer is specific to an applicant's individual qualifications and circumstances. Applications must typically meet the conditions set by the University by 31 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

If Health and DBS conditions are not met prior to registration, proof that these checks will be fulfilled during term 1 can be used to confirm a place.

##### 5.2 Re-marks

The School of Healthcare may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, however applicants may be offered a deferred place or asked to reapply.

### **5.3 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.

### **5.4 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 Student Education Service Co-ordinator, SES Unit, School of Healthcare, Room G46, Baines Wing, University of Leeds, Leeds LS2 9JT, Tel: 0113 343 1349 or p.g.saunders@leeds.ac.uk. This should be 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.

### **5.5 Complaints**

The School of Healthcare 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, detailing the nature of their complaint, to:

Professor Andrea Nelson  
Head of School  
School of Healthcare  
Baines Wing  
University of Leeds  
Leeds  
LS2 9JT

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.

## **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](http://www.leeds.ac.uk/info/30335/open_days)

## **6.2 Applicant visit days**

The School of Healthcare does not hold post-application visit days. All applicants will have attended an interview/selection event at the School of Healthcare. This provides an opportunity to become familiar with the School and programme of study to facilitate an informed choice about whether or not to accept an offer. This is also an ideal opportunity to view the campus and the broader city if so desired. Wherever possible we will accommodate an opportunity to meet with current students and staff members.

## **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://students.leeds.ac.uk/info/10210/paying\\_fees\\_and\\_charges/604/tuition\\_fees](http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/604/tuition_fees)

## **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

Admissions 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/info/116000/undergraduate>

### **8.2 Post-application enquiries**

Admissions enquiries specific to the School of Healthcare should be directed to the School admissions staff  
Telephone: +44 (0) 113 343 1201  
Email: [enquiries@healthcare.leeds.ac.uk](mailto:enquiries@healthcare.leeds.ac.uk)

Updated 2<sup>nd</sup> June 2017  
Dr Julia Maz  
Associate Director of Student Education