

UNIVERSITY OF LEEDS

INSTITUTE OF PSYCHOLOGICAL SCIENCES

TAUGHT POSTGRADUATE ADMISSIONS POLICY

2014 ENTRY

This document outlines the Institute of Psychological Sciences (IPS) Taught Postgraduate Admissions Policy for 2014 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2014 University of Leeds Taught Postgraduate Admissions Policy (downloadable from the University website at http://www.leeds.ac.uk/downloads/20022/postgraduate_taught) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Institute of Psychological Sciences Taught Postgraduate Admissions Policy applies to the following programmes:

MSc Psychological Approaches to Health

1. Principles

IPS endeavours to ensure 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. Admissions Requirements

2.1 Selection principles

IPS will treat all applicants fairly and not discriminate unlawfully on grounds of marital status or civil partnership, gender, gender re-assignment, race (including colour, nationality, national origin or ethnic origin) disability, pregnancy and/or parental status, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

2.2 Application process

2.2.1 How to apply

All applicants for taught postgraduate programmes are encouraged to apply online at http://www.leeds.ac.uk/info/20022/postgraduate_taught. If applicants apply online it is possible to track the application at each stage of the process.

2.2.2 General entrance requirements

The typical entrance requirement for IPS is a good undergraduate honours degree of at least second class or equivalent in Psychology. Criteria for entry to individual programmes of study may be higher and applicants are advised to check with the relevant School prior to applying. Exceptions to this academic requirement may be made when applicants can demonstrate significant relevant non standard experience and their potential for benefiting from the programme is clear. This may include applicants with an undergraduate degree in a discipline other than Psychology.

For programme specific entry requirements please visit

http://medhealth.leeds.ac.uk/coursefinder/19555/MSc_Psychological_Approaches_to_Health?categoryID=1300

2.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes, and should note that the normal University deadlines for receipt of applications for entry in 2014 are as follows:

International applications – 31 August 2014

Home/EU applicants – 10 September 2014

Some programmes have specified closing dates and applicants are advised to check these prior to submitting an application.

International applicants are advised to apply no later than the end of May in the year in which they wish to enrol, to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK.

2.4 International/ Overseas students

All applications from international students are considered in line with our standard entrance requirements. Proof of English Language proficiency will be required and minimum levels and approved tests for IPS are detailed in the University of Leeds Taught Postgraduate Admissions Policy

http://www.leeds.ac.uk/downloads/20022/postgraduate_taught

IPS English Language Requirements

IELTS (Academic) score of 6.5 with at least 6.0 in each component; TOEFL score (internet-based test) of at least 92 overall with at least 21 in listening and reading, 23 in speaking and 22 in writing; PTE (Academic) score of 64 with at least 60 in each component.

Admissions staff are experienced in considering a wide range of international qualifications against programme entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact IPS admissions office directly.

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

2.5 Admissions intake

All programmes within IPS aim to recruit the highest calibre students, with all places awarded on merit. An allocation of student places is set for the programme on an annual basis.

3.0 Selection process

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 a successful student in IPS.

Non-Psychology applicants with relevant or voluntary work experience may be considered for entry to the programme, for example those working in a healthcare setting. However, the minimum requirement of a second class undergraduate degree still applies.

3.1 Interviews

IPS does not typically undertake interviews with applicants however, in certain circumstances programme managers may invite an applicant to interview as part of the selection procedure. This may allow us to further assess the applicant's aptitude and interest in the programme in the cases where the applicant's circumstances are not straightforward.

If invited to interview, you will receive an email invitation from IPS to attend an interview on a specific date. We will do our best to accommodate requests for an alternative date. Interviews will be conducted by the Programme Manager and Programme Administrator and are designed to assess the relevance of any prior learning with particular emphasis on research skills, potential benefit of successful programme completion and where appropriate English Language skills. 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. Interviews typically last thirty minutes.

3.2 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 application form and receipt of satisfactory references, adequate interview performance if applicable and where required, proof of English Language as detailed in section 2.4. The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made.

3.3 Unsuccessful applicants

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 relevant Admissions Contact: Louise Gill, email: j.l.gill@leeds.ac.uk and signed by the applicant. The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy.

3.4 Complaints

IPS 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. Applicants who wish to challenge a decision to reject their application should write to Professor Mark Mon-Williams, email: m.mon-williams@leeds.ac.uk detailing the nature of their complaint.

The complaint must normally be made within 14 working days of receipt of rejection. On receipt of a complaint, the Head of Institute will review the decision to reject the applicant. Following this review the Head of Institute will write to the applicant giving grounds for their decision.

Applicants who have complained to the Head of Institute and remain dissatisfied may submit their complaint to the University's Student Complaints Officer. This Officer will not review academic judgements that have been made but will review matters relating to process. The University's Student Complaints Officer will report the outcomes of any reviews s/he conducts to the Admissions and Widening Participation Committee.

3.6 Disabled applicants

IPS welcomes applications from disabled people¹. The University will make reasonable adjustments, to help ensure that disabled applicants have full and equal access to our admissions procedures and programmes. The judgment about an individual applicant's

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.

academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.

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 reasonable adjustments. Disabled applicants are also advised to contact the University's Disability Team (part of the University's Equality 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.

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.

3.7 Applicants with a health-related issue or other mitigating circumstance

This section deals with health-related issues,² which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions Tutor 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 the grades they received in past examinations, then they are also welcome to contact IPS 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.

3.8 Applicants wishing to defer/reapply

Deferral of a place to study is at the discretion of the academic Institute and is strictly limited to a maximum of one academic year. Applicants who are unable to take up their offer of a place on a Taught Postgraduate programme can defer their application for one year providing they have met all the conditions of their offer except for English Language Certificate. If an applicant wishes to defer for more than one year then they will be required to reapply.

3.9 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/AAandR/st_crim_rec.htm. This policy includes applicants seeking admission. It should be noted that if an applicant is required to

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.

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.

4.0 Opportunities to visit

4.1 University open days

The University has postgraduate open days scheduled for the following dates:

Friday 29th November 2013

Friday 14th February 2014

Relevant IPS staff will be available at these events and details will be available.

5.0 Scholarships & 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.

5.1 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 you may be eligible.

5.2 Institute level scholarships info

Further details of IPS scholarships can be found by contacting Louise Gill, email: j.l.gill@leeds.ac.uk

6.0 Contact details

Application enquiries

Admissions enquiries to IPS should be directed to Louise Gill, email: j.l.gill@leeds.ac.uk

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