SCHOOL UNDERGRADUATE ADMISSIONS POLICY 2013

This document outlines the School of Healthcare Admissions Policy for 2013 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2013 University of Leeds Undergraduate Admissions Policy (http://www.leeds.ac.uk/admissionspolicy) 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) Healthcare Sciences (Audiology)
- BSc (Hons) Healthcare Sciences (Clinical Physiology)
- BSc (Hons) Nursing (Adult)
- BSc (Hons) Nursing (Child)
- BSc (Hons) Nursing (Mental Health)
- BSc (Hons) Midwifery
- BSc (Hons) Radiography
- BA (Hons) Social Work

Application process

1. **UCAS process**

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

   The School of Healthcare will not normally accept applications after the initial UCAS closing date and does not normally participate in the UCAS Extra scheme.

2. **Access to Leeds and Realising Opportunities scheme**

   The School of Healthcare is committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who have experienced disadvantage will be flagged to admissions tutors through the Access to Leeds and Realising Opportunities Schemes, using a combination of educational context, social factors and personal circumstances. Admissions tutors can then assess the Access to Leeds and Realising Opportunities applicant’s potential using the contextual evidence, and students that receive an offer will receive an alternative offer alongside their standard offer. The alternative offer will be the equivalent of two A Level grades (across two of three A levels, if taken) below their standard offer, conditional upon successfully completing the Access to Leeds or Realising Opportunities module. Access to Leeds students will also have to make the
University of Leeds their firm choice. Access to Leeds and Realising Opportunities 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 http://www.leeds.ac.uk/ace/PS/A2L.html.

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 take a gap year will still be required to follow the short-listing and selection processes in order to be made a formal offer.

4. **Re-sits/ Re-applications**

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

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

6. **Transfers**

   The School of Healthcare will consider applications from applicants who wish to transfer internally from other programmes at the University of Leeds to level one of our courses. Each will be reviewed on an individual basis with consideration of the following:

   - Places are available;
   - Relevant entry requirements have been obtained for entry onto the programme they wish to transfer to;
   - A personal statement to support entry onto the programme they wish to transfer to;
   - Confirmation of details of modules and student performance from the current programme they wish to transfer from;

   Transfers from other UK undergraduate healthcare courses are only considered in exceptional circumstances. Each enquiry is reviewed on an individual basis, both in relation to the transfer, the level of entry and available places.

   All transfer enquiries should be made to the Academic Lead for Admissions (Michelle Ellwood: m.l.ellwood@leeds.ac.uk) in the first instance.

7. **Joint Honours applications**

   The School of Healthcare does not currently offer Joint Honours programmes.

8. **Applications from minors and vulnerable persons**
The University recognises 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. Recommendations from the relevant professional and registration bodies will be followed.

For full details of the University policy please see http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf

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 Healthcare are IELTS 7.0 overall iBT-TOEFL overall score of 100, Listening and Reading 22, Writing 23 and Speaking 24.

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

Due to the nature of the funding for courses in the School of Healthcare, applicants need to satisfy the residency requirements for a bursary and fees from the NHS student grants unit. Further information regarding residency can be found on the NHS student grants website at http://nhsstudentgrants.co.uk.

10. **Mature applicants**

The School of Healthcare welcomes applications from applicants who may have had a period away from full-time education, and is happy to assess such applicants, where appropriate, by means of an interview and/or written tests. 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: part-time@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk

11. **Part time applicants**

At the present time the School of Healthcare does not have part time pathways for the undergraduate programmes.

12. **Disabled applicants**

The School of Healthcare welcomes applications from disabled people. The University will make reasonable adjustments, to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgment about an individual

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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-today 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.
applicant’s 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 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 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 4.12 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 or other mitigating circumstances

The University of Leeds Undergraduate Admissions Policy details our policy concerning applicants with a health related issue. The School sees health-related issues as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

Applicants with a health-related issue should contact the School as soon as possible if their health is likely to impact on their ability to engage with the admissions process.

If a candidate feels that 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.

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. You are welcome to notify (via a verified statement) the relevant admissions office of the circumstances. It will however be assumed that the exam board will take the circumstances into consideration and these may not be considered when making an offer or in the August results period.

Admissions intake

14. Admissions intake

The following figures are for home students, including mature students and those from the European Union and are reviewed annually:

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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.
Commissioned figures from the Yorkshire and the Humber Strategic Health Authority for the following programmes:

- **BSc (Hons) Nursing (Adult)** 170
- **BSc (Hons) Nursing (Child)** 45
- **BSc (Hons) Nursing (Mental Health)** 43
- **BSc (Hons) Midwifery** 50
- **BSc (Hons) Radiography** 50

Government (HEFCE) funding for students on the following programmes:

- **BSc (Hons) Healthcare Sciences (Audiology)** 18
- **BSc (Hons) Healthcare Sciences (Clinical Physiology)** 18
- **BA (Hons) Social Work** 45

15. **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 BBB at A2 Level and a good range of subjects at GCSE.

**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 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 must treat all students fairly and not discriminate unlawfully on grounds of marital status, gender, gender re-assignment, 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 Healthcare welcomes applications from applicants studying a range of equivalent Level 3 qualifications where students have the potential to succeed on their chosen degree course.

Please see http://www.healthcare.leeds.ac.uk/study/UG/ for the programme list of entry requirements and accepted qualifications.

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

18. **Personal statement advice**
The Personal Statement in the UCAS form helps us to assess the nature of the applicant’s interest in the academic subject. It is an important part of the selection process and is used not only during short-listing but is likely to be explored when you are invited to the School of Healthcare. Accurate spelling and grammar are of paramount importance.

Key points for consideration are:

- 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 activities?
- What caring experience do you have?

Information about personal interests and activities provides an insight into how the applicant manages their ‘work-life’ balance whilst still meeting necessary academic requirements and deadlines.

19. Interviews and selection events

Applicants are shortlisted against agreed criteria and they must meet the academic entry requirement for the programme at application or within the academic 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 the academic subject 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 will only shortlist on the information supplied on the form at the time of submissions.

Successful applicants will be invited to the School of Healthcare. Due to the diverse range of undergraduate programmes the School of Healthcare uses a range of recruitment methods, such as interviews, informal meetings and selection events. This may allow us to further assess 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 will get to meet the academic staff and current students, and to look at the facilities within the School of Healthcare and wider university campus.

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

For details relating to your specific programme of interest please contact the School of Healthcare:

*Telephone: +44 (0) 113 343 1348*
*Email: admissions@healthcare.leeds.ac.uk.*
20. Offers

Offers are made 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 application form and from any of the following supporting information:

- GCSE results or AS level results or equivalent;
- A level grades or equivalent (predicted or achieved);
- Undergraduate performance (where appropriate);
- Personal Statement;
- Reference;
- Performance and feedback from the interview or selection event;
- Performance in Access to Leeds module or other Widening Participation scheme if applicable

The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made. Due to the professional nature of the programme, offers will not normally be made until a second reference has been received.

The number of offers made will be based on the previous years’ intake statistics and conversion rates. Offers may be conditional which are subject to a particular set of requirements such as grades in qualifications, or unconditional, whereby no further academic achievement is required. All offers will be subject to satisfactory health screen and criminal records check (CRB).

Applicants who narrowly fail to meet the requirements of the offer may still be considered for a place but because the situation varies from year to year it is not possible to forecast the likely outcome for an individual applicant. This will depend on the availability of places and the grades actually achieved.

Formal responsibility for the acknowledgement of applications and communication of results rests with UCAS. The volume of applications is such that it is not possible for the admissions team to give any indication as to the outcome of individual applications prior to receiving notification outside UCAS.

Candidates should not be concerned if they do not hear from the School of Healthcare for some time, as the process of confirming offer decisions to may take place until all of the interviews or selection events have been completed. The closing date for decisions to be made by the University and given to UCAS is not until the beginning of May.

Unsuccessful applicants

21. 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.
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 relevant Admissions Tutor 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 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 to the Head of School detailing the nature of their complaint:

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

Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.

Opportunities to visit (EXAMPLE TEXT)

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. Details can be found on our open day webpage:
http://www.leeds.ac.uk/info/30335/open_days

Scholarships & funding

25.  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.

Information on NHS bursaries can be found at www.nhsstudentgrants.co.uk

For further information about scholarships available and other types of financial support visit www.leeds.ac.uk/yourfinances

Contact details

26.  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
27. Post-application enquiries

Undergraduate admissions enquiries to the School of Healthcare should be directed to:

Baines Wing Room 1.30
School of Healthcare
University of Leeds
Leeds
LS2 9JT

Telephone - +44 (0) 113 343 1348 Email admissions@healthcare.leeds.ac.uk

Michelle Ellwood 21 August 2012