UNIVERSITY OF LEEDS  
Institute of Psychological Sciences  
ADMISSIONS POLICY  
2014  

This document outlines the Institute of Psychological Sciences’ 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 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 IPS Admissions Policy applies to the following programmes:
- BSc Psychology
- MPsyc, BSc Psychology in Advanced Psychology

Section 1 Application process  

1.1 UCAS process  

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

IPS will not normally accept applications after the initial UCAS closing date and does not normally participate in the UCAS Extra scheme.

1.2 Access to Leeds and Realising Opportunities scheme (STANDARD TEXT)  

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two 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 have attended, a school which achieved less than the national average of 5 A* to C 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 receive additional consideration from admissions tutors and those who receive an offer are given 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 module and making the University of Leeds their firm choice. 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 (or equivalent) in the requested subject area. For more information on Access to Leeds please refer to http://www.leeds.ac.uk/A2L

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

1.3 Deferred applications/ Gap-Year

IPS 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.

1.4 Re-sits/ Re-applications

IPS will accept applications from applicants who have re-taken applications and/or re-sat examinations. We typically require higher grades for applicants sitting a full A-Level or equivalent.

1.5 Early Examinations

IPS 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.

1.6 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.
1.7 Internal transfers

IPS will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available and that entry requirements are met.

1.8 Advanced Entry

IPS will consider applications from applicants who are seeking entry to the second year. All applications must be made through UCAS by the standard deadline. To be eligible you must:

- meet our first year requirements.
- have completed level 1 of a BPS accredited programme.
- achieve a minimum of 65% average in your first year of study.

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

1.9 Joint Honours applications

We do not offer Joint Honours programmes. However, other Schools offer such programmes of study with a psychology component, including management, sociology, philosophy, history of science and music. Typical entry requirements for these programmes are listed in the Undergraduate Prospectus, together with the phone number of the appropriate admissions tutor (www.leeds.ac.uk/coursefinder).

1.10 Applications from minors and vulnerable persons

The University recognises that in some cases someone’s age or position as a vulnerable adult may need to be taken into account. For full details of the University policy please see http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf

1.11 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 IPS are detailed in the University of Leeds Undergraduate Admissions Policy (typically IELTS 7.0 with no less than 6.5 scored in any of the four bands OR TOEFL 600/ 250/ 100 for paper-based/computer-based/internet-based respectively. For the internet based score, scores should be no less than 22, 22, 23 and 24 in listening, reading, writing and speaking respectively). Further information for prospective international applicants can be found on our website at http://www.leeds.ac.uk/international/

1.12 Mature applicants

Mature students wishing to study on a full-time basis should apply using standard UCAS procedure (See section 1.1). Applicants are assessed on the basis of their UCAS form, as detailed in section 2. 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. For further details, contact: part-time@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

1.13 Part time applicants

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre rather than through UCAS. Fees, payment of fees, and financial support as well as a number of other arrangements are different for part-time undergraduate study.

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.

1.14 Disabled applicants

IPS welcomes applications from disabled people. The University will make reasonable adjustments, to try to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgment about an individual 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 appropriate adjustments. Disabled applicants are also advised to contact the University’s Disability 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 at disability@leeds.ac.uk.

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 (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.

---

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.
1.15 **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. IPS 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.

**Section 2: Admissions Requirements**

2.1 **Admissions intake**

Details are given below of the typical annual intake through UCAS for each programme within the School. The figure given is for home students, including mature students and those from the European Union. International fee-paying students are considered separately and are not included in these figures.

2.2 **Competition for places**

Programmes within IPS are generally very popular and we receive in excess of 1400 applications for the 190 places available. Most of our applicants have an excellent academic record, typically AAA / AAB at A Level.

2.3 **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

---

\[2\] 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.
belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

2.4 Academic entrance requirements

IPS 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://medhealth.leeds.ac.uk/coursefinder/main/1300/institute_of_psychological_sciences/ 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.

2.5 Personal statement advice

The personal statement of the UCAS form helps us to assess the nature of the applicant’s interest in the academic subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. In particular, we assess the extent to which the applicant shows:

- an accurate understanding of the nature of psychology as a discipline and as taught within higher education.
- a realistic understanding of what a degree in psychology affords them in terms of possible careers.
- motivation to engage and contribute to university life.
- the capacity to excel in psychology.

2.6 Interviews

Interviews do not form part of our standard admissions process, however, in some cases, non-standard applicants may be invited for an interview.

Section 3: 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 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.

3.1 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.
3.2 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.

3.3 Complaints

IPS will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Undergraduate Admissions Policy.

Applicants who wish to challenge a decision to reject their application should write to Professor Mark Mon-Williams, Head of Institute, detailing the nature of their complaint. Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.

Section 4: Opportunities to visit

4.1 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

4.2 Post-applicant days

All applicants to whom we have made offers are invited to attend an IPS post-applicant day. Attendance is not compulsory and does not form part of the selection process. The purpose of the post applicant day is to enable applicants to familiarise themselves with the department and the programme of study in order that they are able to make an informed choice about whether or not to accept their offer. Unless you are specifically informed in advance, you will not be required to undertake an interview as part of this visit.

Section 5: 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 www.leeds.ac.uk/yourfinances

Section 6: Contact details

6.1 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

Course Enquiries,
6.2 Post-application enquiries

Admissions enquiries specific to IPS should be directed to Ms Alison Tindall a.j.tindall@leeds.ac.uk. Tel: 0113 343 5719.

Updated by Dr S Hugh-Jones, August 2013.