

UNIVERSITY OF LEEDS

FACULTY OF EDUCATION SOCIAL SCIENCE AND LAW

UNDERGRADUATE ADMISSIONS POLICY

2012

The Faculty of Education, Social Science and Law (ESSL) consists of four Schools; the School of Education, the School of Law, the School of Politics and International Studies (POLIS) and the School of Sociology and Social Policy.

As a Faculty, we strive to create, advance and disseminate knowledge, and to develop outstanding graduates and scholars who can make a major impact upon global society. We are shaped by the values of academic excellence, community, professionalism, integrity and inclusiveness. The Faculty of ESSL is committed to providing a professional admissions service and to the pursuit of clear, fair and consistently applied policies and procedures.

Detailed information on the undergraduate admissions processes and criteria relating to the School of Law within the Faculty can be found in the following document. In applying these processes all Schools within the Faculty of ESSL will treat all applicants fairly and will not discriminate unlawfully against individuals on the basis of gender, gender identity or gender reassignment status, race, colour or ethnic or national origin, religion or equivalent belief system, disability, sexual orientation, social class, age (subject to the usual conventions on retirement), marital/civil partnership status, pregnancy/maternity or family responsibilities or as a result of any conditions or requirements that do not accord with the principles of fairness and natural justice.

The Faculty of ESSL's Admissions Policy supports the admissions principles and policies of the University of Leeds, as outlined in the 2012 University of Leeds Undergraduate Admissions Policy available at <http://www.leeds.ac.uk/admissionspolicy>

SCHOOL OF LAW

UNDERGRADUATE ADMISSIONS POLICY

2012

This document outlines the [School of Law Admissions Policy](#) for 2012 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2012 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 Law Admissions Policy applies to the following programmes:

LLB Law (M100) (*from which it is possible to transfer to LLB English Law with European Law, LLB English Law with Australian Legal Studies and LLB English Law with American Legal Studies*)

LLB Law (M101) (Graduate Programme)

LLB Law with French (MR11)

BA Criminal Justice & Criminology (MM29) (*from which it is possible to transfer to BA Criminal Justice & Criminology (International)*).

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 2012 for UK/EU applicants and 30th June 2012 for International applicants.

The School of Law will not normally accept applications from UK/EU applicants after the initial UCAS closing date and does not normally participate in the UCAS Extra Scheme.

2. Access to Leeds scheme

The School of Law is committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who have experienced educational or social disadvantage will be flagged to admissions tutors using a combination of school performance, geographic factors and personal circumstances. Admissions tutors can then assess the Access to Leeds 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 below their standard offer, and is conditional upon successfully completing the Access to Leeds module. Access to Leeds 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 (www.leeds.ac.uk/ace/access/access.htm)

3. Deferred applications/ Gap-Year

The School of Law will accept applications for deferred entry for one year. We welcome applications from applicants who are intending to undertake a Gap Year gaining experience of work, voluntary service or travel. 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 can apply initially for deferred entry and be considered for a place at that stage. If after submitting your application you decide that you wish to take a gap year, you should contact the Faculty Admissions Office with your request. Please note that once the deferral has been processed, there can be no guarantee that an original offer can be re-instated.

If following your Gap Year you decide that you wish to defer entry for a further year, you will be required to submit a new UCAS application and your application will be considered afresh.

4. Re-sits/ Re-applications

The School of Law will normally require all three A2 examinations to be taken at “one sitting”, i.e. within the same examination period. You are allowed to re-sit individual modules or units within each A Level, provided you complete three A2 examinations within two years and at one sitting. The School of Law does not accept re-sits of the entire A Level or the final A2 examination, unless there are exceptional circumstances. Well supported documentary evidence of any extenuating circumstances is required.

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.

6. Internal transfers into Level 1

(a) Internal transfers from applicants who hold a place elsewhere in the University but have not taken up that place

If places are available, the School of Law will accept applications from applicants who hold a place elsewhere in the University. The entry requirements remain the same and we would expect to receive a personal statement reflecting the reasons why you wish to transfer and a note of your UCAS number. Should your application be successful, arrangements will be put in place to transfer your confirmed place to Law.

(b) Internal transfers from current students at the University of Leeds

Subject to available places the School of Law will accept applications from current students who wish to transfer internally from other programmes at the University of Leeds. The entry requirements remain the same and we would expect to receive a personal statement reflecting the reasons why you wish to transfer. Your application must be supported by an academic reference from your personal tutor. Should your application to transfer be successful, you would not normally be required to complete your current year, but you may choose to do so.

7. External transfers into Level 2 or 3

(a) External transfer from UK University

If we have places available, we may consider transfer into Level 2 (or in exceptional cases into level 3) of our programmes. In order to apply, we require applicants to send us the documents listed below, in the first instance; if we are interested in your application we will ask you to apply through UCAS.

References; from your personal tutor at your current University, which should include a transcript of your grades to date.

Full module descriptions, including learning outcomes and syllabi from your current degree programme.

Reasons for transfer.

Copy of A2 level certificates or evidence of equivalent level qualifications.

Please note that we will not consider requests for external transfers into Year 2 unless you have achieved comparable entry requirements for our programmes as stated in this policy, you have passed all your first year modules at your first attempt and you have compelling personal reasons for

transferring to Leeds. In addition, there must be compatibility between the first (or second) year subjects studied and those studied at Leeds.

In relation to any proposal to transfer to the LLB you are advised to check with the relevant professional body whether your degree will be recognised as a “Qualifying Law Degree.”

Applications will not be processed unless we receive all the above information. Deadline for transfer applications is mid-July in any given year.

(b) External transfer to the LLB programme via articulation agreements.

The School of Law operates two articulation agreements with INTI University College and HELP University College, Malaysia. Applicants enrolled on the UK Degree Transfer programmes at these colleges should apply via UCAS. Entry requirements are based on an assessment of achievements in STPM/Advanced Level or equivalent qualifications, together with performance on the degree transfer programme. Standard language requirements as set out in this policy also apply.

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.

9. International students

For many years the School of Law has admitted a significant number of international students. The restrictions of the UK Government’s current funding regime for Higher Education means that the University has to set firm limits on the number of UK/EU students it admits. Students from outside the EU are not subject to the same quota control, nor are they subsidised by Government funding and so they are considered separately.

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 AAB.

Applicants from countries where English is not the first language will be expected to have a grade B in GCSE (O level) English Language or equivalent qualification, or an overall score of at least 6.5 in IELTS with no less than 6.0 in any component, or at least 573 (paper-based) or 230 (computer based) TOEFL, plus a score of at least 4.5 in the Test of Written English (TWE) and the Test of Spoken English (TSE).

The deadlines for the School of Law at the University of Leeds are:

Submit UCAS form by 30th June 2012.

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

10. Foundation courses for international students

(a) The University of Leeds International Foundation Year

The University of Leeds International Foundation Year offers a one-year foundation programme which provides a route to entry onto a range of undergraduate programmes, including Law and Criminal Justice and Criminology. This means that you will be a registered student at the University of Leeds for the whole of your degree programme. Your progression onto Year 1 of the LLB or BA Criminal Justice and Criminology programme will be dependent on achieving a satisfactory grades in the IFY, usually grades AAB in 3 Foundation Year subjects. The programme is for academically able international students who do not yet have the qualifications they need to start an

undergraduate programme, for example where the final secondary school certificate is not accepted for direct entry onto undergraduate degree programmes.

Further information about the IFY is available on our website at:
(www.leeds.ac.uk/international/foundation.htm)

(b) NCUK International Foundation Year

The University of Leeds is a member of the Northern Consortium of UK Universities (NCUK) which delivers undergraduate and Masters foundation courses at teaching centres, including in China, Kenya and Nigeria.

Entry requirements for students taking the NCUK International Foundation Year in Kenya or Nigeria are a pass in 3 subject modules with grades AAB plus B in Key Skills. For students taking the NCUK IFY in China, students must pass English for Academic Purposes (EAP) at grade B.

Further information on NCUK@Leeds is available on our website at:
(www.leeds.ac.uk/international/ncuk/)

(c) Other international foundation courses

The School of Law has in the past accepted a number of international students who have achieved satisfactory grades at international foundation courses at the University of Warwick, Queen Mary & Westfield College, University of London, Ruskin College, University of Oxford, and Abacus College, Oxford. Please contact the Faculty Admissions Office for further details.

11. Mature students

The School of Law welcomes applications from mature applicants. Applications are considered on an individual basis and although there are no fixed academic requirements, evidence of recent study and examinations is expected (for example, undertaking an Access to Higher Education Diploma or by studying two or more A levels). Mature applicants are advised to contact the Faculty Admissions Office for advice as to whether you meet our current entry requirements (contact details below). Additional pre-entry support for mature learners is also available from the Lifelong Learning Centre (LLC). For further details, contact: part-time@leeds.ac.uk, phone 0113 343 3212 or see www.leeds.ac.uk/lifelonglearningcentre

(a) Progression from Access to HE Diploma programmes for mature learners

All applications from mature students are held on file until January when the final set of UCAS forms reach us. We will ask for a second updated reference providing additional qualitative information on your academic progression and performance. The standard offer is pass with distinction.

(b) Progression from the University of Leeds Preparation for HE programme, and BA Social Science Foundation degree

Applicants from the PHE programme must apply via UCAS. The standard offer for all programmes is a pass with a Distinction in all three modules.

Students who complete the first year of the BA Social Science Foundation degree are considered as internal applicants and do not need to complete a UCAS application. The standard offer for all law programmes is pass with an overall average of 70% and for the BA Criminal Justice and Criminology programme pass with an overall average of 65%.

12. Part time applicants

The School of Law regrets that it does not offer part-time or distance learning undergraduate programmes. All our undergraduate degree programmes are full-time.

13. Disabled Applicants

The School of Law 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 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 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 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.

Applicants are also welcome to contact the School directly to discuss any support or adjustments they may require. The School of Law's Disability Co-ordinator is Dr Julie Wallbank, Email j.a.wallbank@leeds.ac.uk; telephone 01133437161.

14. Applicants with a health related issue or other mitigating circumstance

The University of Leeds Undergraduate Admissions Policy details our policy concerning applicants with a health related issue. The School sees health-related issues² as being distinct from disability-related issues, although of course, in some cases, a disabled applicant may 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 and whether or not these were declared to the exam board of the qualifications concerned. This declaration should be made either by a verified

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.

statement in the initial UCAS application or by sending directly to the relevant Admissions Tutor verified documentation from the referee.

Admissions intake

15. Admissions intake

The intake for the School of Law through UCAS is typically 175 home students, including mature students and those from the European Union. International fee-paying students are considered in addition to this figure.

16. Competition for places

Programmes within the School of Law are generally very popular and we receive in excess of 2,400 applications for the 215 places available for UK/EU applicants. Most of our applicants have an excellent academic record, typically with an average of 460 UCAS tariff points. The following table details the volume of applications and number of places typically available for each programme:

Programme	Places UK/EU	Applications
LLB Law (including 2 year LLB)	153	1700
LLB Law-French	8	100
BA Criminal Justice & Criminology	54	650

Selection process

17. 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 a successful student in the School of Law.

In assessing each UCAS application, close attention is paid to the following:

- predicted or actual A level grades or equivalent
- achievements in earlier assessments such as AS level examination grades and GCSE grades or equivalent,
- English language ability (where relevant)
- the personal statement
- the academic reference
- the educational and social context of the applicant (through consideration of the applicant's performance relative to the average performance of the applicant's school and/or college as informed through the Access to Leeds scheme).

Those applicants with the best overall profile based on this information are made offers.

18. Academic entrance requirements

The School of Law welcomes applications from applicants studying a range of Level 3 qualifications where students have the potential to succeed on their chosen degree course. Please see <http://www.law.leeds.ac.uk/undergraduates/admissions-information/> 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.

19. 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. We wish to hear about:

- Interest in and commitment to the subject
- Social and cultural awareness
- Responsibility
- Non-academic interests and activities

Demonstrated interest in and commitment to the subject

The main focus of your personal statement should be course specific. Applicants should demonstrate that they have strong motivation for choosing the degree applied for and have taken steps to investigate what the degree entails. Applicants should normally be expected to identify what particular aspects of the degree programme are of interest and how it relates to their current academic programme. In addition applicants should normally be able to report some direct experience of legal practice or the criminal justice system (for example through work experience or 'shadowing' or through attending a court hearing) and what they have learnt from their experience. (It would be advantageous if details of the type of work experience or "shadowing" and its duration were provided.) If attempts to gain relevant work experience have been unsuccessful, there must be some reference to this within the personal statement and/or academic reference.

Social and cultural awareness

Given the diversity within the University community, it is useful for applicants to have some experience beyond their immediate environment. Many applicants gain this insight through work experience, voluntary work, part-time employment, organised community schemes, and travel. Activities connected to, and independent of school/college, are given equal merit.

Responsibility

All the degree programmes offered by the School of Law lead to professional careers where individual practitioners carry significant responsibility to their clients. Applicants should be able to demonstrate that they have begun to develop this aspect of their character. Demonstration of responsibility through paid employment, within school, and through family or leisure activities is desirable.

Non-academic interests and activities

The School believes that people who have developed interests outside their academic studies and who try to lead a balanced life are more likely to contribute to the University community in its broadest sense. Successful applicants will have found time to pursue non-academic interests whilst still meeting the necessary academic requirements. The nature of those interests is a very personal matter, but successful applicants will describe potentially verifiable evidence of such achievements in for example, sports, performing arts or community service.

20. 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. Where an application is made prior to the completion of A

levels or equivalent, offers will be made conditional on the attainment of these grades. The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made.

Unsuccessful applicants

21. Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject students who already hold or who are predicted to attain, or even exceed, the normal offer requirements set out at paragraph 17, and also many students who meet the non-academic requirements set out in paragraph 18. The School reserves the right to reject an applicant who is considered to be unsuitable (e.g. lack of obvious motivation to study the programme applied for, or an extremely unsupportive reference).

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 which the applicant may be interested in. For example, the application form for unsuccessful applicants for the BA Criminal Justice and Criminology programme may be forwarded for further consideration for the BA Social Policy and Crime programme. All unsuccessful applicants will receive a letter informing them of our action and they will be contacted directly by any School or programme that wishes to make them an offer subsequently.

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 Faculty Admissions Office 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 Law 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 Steven Wheatley, Head of the School of Law, Email s.m.wheatley@leeds.ac.uk, telephone 0113 343 5024 detailing the nature of their complaint. Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.

Opportunities to visit

24. University open days

The University of Leeds Undergraduate Open Days are usually held in June and October and are designed for prospective applicants.

25. Post-applicant days

Where an applicant in general meets our selection criteria (as set out in paragraphs 17 and 18) we will invite them (plus one guest) to attend a School of Law post-applicant visit day held between January and March. It is our policy to provide you with an opportunity to come along and visit the School and for us to meet you as a potential student prior to making any formal offers. The purpose of the post applicant visit day is to enable you to familiarise yourself with the School and the programme of study in order that you are able to make an informed choice about the course. You will not be required to undertake an interview as part of this visit. The School of Law will aim to make reasonable local

adjustments to ensure that individual disabled applicants have full access to admissions-related events including open days.

If you are unable to attend any of the School post-applicant visit days, visits can be arranged on ad hoc basis with the Faculty Admissions Office by making an appointment in advance, although you are encouraged to attend one of the designated post-applicant visit days as your experience of the School and University will be more extensive if you do so.

Scholarships & funding

(a) UK and EU students

The University of Leeds is committed to encouraging students from all backgrounds, and we therefore have a comprehensive package of financial support which may also be available from us. We expect that one-in-three students will be eligible for financial help from the University. For further information on Financial Support, please visit <http://www.leeds.ac.uk/yourfinances>

(b) International students

International Undergraduate Entrance Scholarships

The School of Law is pleased to offer scholarships to international students of high academic ability who are nationals of or are permanently domiciled in the following countries. The scholarships are worth £1500 for students commencing their undergraduate studies in the School in September 2011.

To be eligible for a scholarship:

- You must be a national of or be permanently domiciled in:
Jordan
India
Kenya
Malaysia
Nigeria
Pakistan
Singapore
Sri Lanka
Tanzania
Uganda
Vietnam.

You must hold an offer of a place to study and begin your undergraduate studies in September 2011. Scholarships will be awarded automatically for the duration of the undergraduate programme – no application is required in the first and subsequent years. The International Undergraduate Entrance Scholarship will take the form of a tuition fee reduction. Students whose fees are paid by a sponsor are not eligible for this scholarship.

International Undergraduate Merit Scholarships

The School of Law is pleased to offer Merit Scholarships of up to £6000 to international students who achieve an outstanding academic performance when enrolled on undergraduate programmes at Leeds. The scholarships are worth £1500 or £3000.

To be eligible for a scholarship:

You must be enrolled on years 2 or 3 of our undergraduate programmes in September 2011. The £1500 scholarship will be awarded to students who achieve an average of 60 – 64% in their examinations and assessments at Leeds at the end of either their first or second year of their

degree. The £3000 scholarship will be awarded to students who achieve an average of 65% or above in their examinations and assessments at Leeds at the end of either their first or second year of their degree. The Merit scholarships can be awarded in successive years to a maximum of £6000. All eligible students will be automatically considered for these scholarships - no application is required. The International Undergraduate Merit Scholarship will take the form of a tuition fee reduction in the following year of study. Students whose fees are paid by a sponsor are not eligible for this scholarship. The Merit Scholarship may be awarded in addition to the Entrance Scholarship.

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 Admissions Enquiry Team

Admissions Enquiries,
University of Leeds,
Leeds, LS2 9JT
Telephone - +44 (0) 113 343 2336
Email - ask@leeds.ac.uk

27. Post-application enquiries

Admissions enquiries specific to the School of Law should be directed to:

Laura Gibbons
Faculty Admissions Office
Beech Grove House
University of Leeds
Leeds, LS2 9JT
Tel: 0113 343 5020
Email: l.gibbons@leeds.ac.uk