This document outlines the Lifelong Learning Centre’s (LLC) Admissions Policy for 2017 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/admissionspolicy](http://www.leeds.ac.uk/admissionspolicy)) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Lifelong Learning Centre Admissions Policy applies to the following programmes:

<table>
<thead>
<tr>
<th>Full-time Programmes</th>
<th>BA Arts and Humanities with Foundation Year</th>
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<tbody>
<tr>
<td>Arts/Humanities</td>
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<tr>
<td>Business Management</td>
<td>BSc Business Studies with Foundation Year</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>BA Professional Studies</td>
</tr>
<tr>
<td>Science</td>
<td>BSc Interdisciplinary Science with Foundation Year</td>
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<tr>
<td></td>
<td>BSc Earth and Environmental Sciences with Foundation Year</td>
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<td></td>
<td>BSc Studies in Sciences with Foundation Year</td>
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<tr>
<th>Part-time Programmes</th>
<th>Cert HE in Arabic, Middle Eastern and Islamic Studies</th>
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<tr>
<td>Arabic and Islamic Studies</td>
<td>Cert HE in Arabic, Middle Eastern and Islamic Studies</td>
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<tr>
<td>Biological Sciences</td>
<td>BSc Biology</td>
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<td></td>
<td>BSc Ecology &amp; Environmental Biology</td>
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<td></td>
<td>BSc Zoology</td>
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<tr>
<td>Business Management</td>
<td>BSc Business Management</td>
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<tr>
<td>Child &amp; Family Studies</td>
<td>Foundation Degree Child and Family Studies</td>
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<td></td>
<td>BA Child and Family Studies</td>
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<td></td>
<td>BA Early Childhood Studies</td>
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<tr>
<td>Education</td>
<td>BA Childhood Studies</td>
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<tr>
<td>English</td>
<td>BA English Language and Literature</td>
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<td></td>
<td>BA English Literature</td>
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<tr>
<td>Geography</td>
<td>BA Geography (Human)</td>
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<td></td>
<td>BSc Geography (Physical)</td>
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<td></td>
<td>BSc Geography and Geology</td>
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<td>BA Geography with Transport Studies</td>
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<tr>
<td>Fine Art, History of Art and Cultural Studies</td>
<td>BA Art Gallery and Museum Studies</td>
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<td>BA Cultural and Media Studies</td>
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<td></td>
<td>BA History of Art</td>
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<td></td>
<td>BA History of Art with Cultural Studies</td>
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<tr>
<td>Interdisciplinary Studies</td>
<td>BA Professional Studies</td>
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<tr>
<td>Joint Honours Arts</td>
<td>BA</td>
</tr>
<tr>
<td>Learning and Teaching</td>
<td>Foundation Degree Learning &amp; Teaching</td>
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<td></td>
<td>Foundation Degree Learning &amp; Teaching (SEND)</td>
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<tr>
<td></td>
<td>BA Learning &amp; Teaching</td>
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<tr>
<td></td>
<td>BA Learning &amp; Teaching (SEND)</td>
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<tr>
<td>Liberal Arts</td>
<td>BA Liberal Arts</td>
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<td></td>
<td>BA Liberal Arts (International Language)</td>
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<tr>
<td>Music</td>
<td>BA Music</td>
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<td></td>
<td>BA Music with Enterprise</td>
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</table>
Admissions processes for part-time programmes in the following areas are not covered by this policy since they are managed by the Academic Centre indicated rather than the Lifelong Learning Centre:

<table>
<thead>
<tr>
<th>Programme Area</th>
<th>Admissions Contact</th>
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</thead>
<tbody>
<tr>
<td>Earth &amp; Environment</td>
<td>School of Earth &amp; Environment&lt;br&gt;www.see.leeds.ac.uk</td>
</tr>
<tr>
<td>Healthcare</td>
<td>School of Healthcare&lt;br&gt;Website: medhealth.leeds.ac.uk</td>
</tr>
</tbody>
</table>

1. **Principles**

The Lifelong Learning Centre 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 Lifelong Learning Centre 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 **Full-time programmes**

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

The LLC might accept applications after the initial UCAS closing date, however it is recommended that you contact us prior to making an application to check.

**Part-time programmes**

Admissions to part-time programmes are not handled through the UCAS process. Applications should be made using the forms that are available from the LLC.
Those applying to part-time degrees in English and History of Art and Museum Studies must submit applications by 30th June 2017 (late applications are not accepted for these programmes). Candidates for all other programmes are advised to submit forms by 31st August 2017 to be sure of consideration for 2017 recruitment round. Although later applications will normally be considered until mid-September, we cannot guarantee this beyond July. Candidates who wish us to consider the award of credit for prior learning (see section 3.9) should apply as early as possible, normally no later than 30th June, to allow time for consideration of their case. Applications received after the 30th June but no later than 15th September will be considered.

3.2 Widening Participation

The LLC is committed to widening access to ensure we admit those who have the potential to study at the University of Leeds regardless of background.

Preparatory and Extended Degree Programmes

For those returning to learning who need to develop the knowledge, skills and confidence for successful study in higher education the LLC provides the following:

- Extended degrees with a foundation year that provides students with core knowledge and skills for progression to a range of undergraduate degree programmes.
- Pre-university programmes to enable prospective students to develop their study skills;
- Pre-entry advice and guidance;
- Short taster courses and workshops – an opportunity to experience higher education and appreciate the ways in which subjects are approached at University.

Further information is available on the LLC website.

Widening Participation and Admissions Requirements

Candidates who do not have the required formal qualifications may be able to use our Alternative Entry Scheme which provides an opportunity for them to draw on life and work experience to demonstrate their potential for success.

Candidates who have taken 3 or more A Levels (or equivalent) within the last 3 years can benefit from the Access to Leeds Scheme. This applies to all LLC programmes except for the following extended degrees which already make provision equivalent to that made by Access to Leeds:

- BA Arts and Humanities with Foundation Year
- BA Interdisciplinary Studies with Foundation Year
- BSc Business Studies with Foundation Year
- BSc Interdisciplinary Science with Foundation Year
- BSc Earth and Environmental Sciences with Foundation Year

In order to be eligible for the scheme, candidates must meet two of the following criteria:
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

- Is the first generation in 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 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 the equivalent of two A-level grades (across two of three A-levels, if taken) or an equivalent reduction where alternative qualifications are offered, below the 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/info/128005/applying/33/alternative_admissions/2

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

3.3 Deferred applications/ Gap-Year

The LLC 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.

3.4 Re-sits/ Re-applications

The Lifelong Learning Centre will accept applications from applicants who have re-submitted applications and/or re-sat examinations.

3.5 Early Examinations

The Lifelong Learning Centre 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

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

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.

3.7 Internal transfers

The Lifelong Learning Centre will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Such applicants are expected to meet the standard entry requirements for the programme to which they wish to transfer.

3.8 External transfers

The LLC will accept applications from applicants who wish to transfer onto one of our courses from other institutions, providing places are available. Applicants are expected to meet the standard academic entry requirements.

3.9 Advanced Entry and Accreditation of Prior Learning (APL)

Active participation in the programme of study is core to the learning experience provided by LLC programmes. In some cases this explicitly draws upon the experience, skills and knowledge that members of the group bring from prior experience and learning. Exemption from any part of a course through the granting of credits from prior learning is, normally, considered only in a limited number of cases set out below:

<table>
<thead>
<tr>
<th>Programme</th>
<th>APL Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Degree in Learning and Teaching</td>
<td>• 120 credits may be allowed for those with a relevant Certificate of Education (120 credits) or equivalent</td>
</tr>
<tr>
<td>Foundation Degree in Child and Family Studies</td>
<td>• APL may be considered in relation to specific modules on an individual student basis.</td>
</tr>
<tr>
<td>BSc Business Management</td>
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</tr>
<tr>
<td>BA Professional Studies</td>
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</table>

In making judgements about the award of credit for prior learning we are looking for a close match between the outcomes, content and level of the earlier study and any unit/s of the proposed programme from which exemption is sought. Prior learning
claimed for credit should normally have been achieved not more than 5 years before commencement of the University of Leeds programme.

All applications for APL must be made using the standard forms available from the LLC and are considered by the LLC Accreditation or Prior Learning Committee (see 3.1 for application deadlines).

3.10 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. Lifelong Learning Centre handles admissions for part-time Joint Honours programmes. Prospective part-time joint honours students are requested to contact the Lifelong Learning Centre for details of the particular programmes that are available for part-time study and the entry requirements for these programmes.

3.11 Age and Safeguarding

The University recognises someone’s young age (if under 18) or safeguarding position 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

3.12 International/ Overseas students

Applications from international students are welcome for the full-time BA Professional Studies programme. These are considered in line with our standard entrance requirements, (typically expressed as GCE 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 Lifelong Learning Centre can be found on the LLC website.

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

3.13 Mature applicants

The LLC welcomes applications from mature students for all of its part-time and full-time programmes. Where possible, admissions processes take into account the skills that such students have acquired through life and work experience. Mature students 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. Those applicants wishing to study part-time applicants should apply direct to the LLC.

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, phone 0113 343 3212 or see www.llc.leeds.ac.uk.
3.14 Disabled applicants

The Lifelong Learning Centre welcomes applications from disabled people¹. 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 disclose any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to disclose 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 Disabled Students Assessment and Support 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. Disabled Students’ Assessment and Support can be contacted 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 Inclusion which is available from the University's Equality Policy Unit at www.equality.leeds.ac.uk.

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. The School sees health-related issues² 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 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

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.

² Which are not classed as a “disability”.
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 you 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. 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.

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.

Section 4: Admissions Requirements

4.1 Admissions intake

Part-time Programmes: Although some part-time students progress directly from school or college, most will have had a break from formal education and be returning to study with the benefit of life and work experience. Typically, part-time students combine study with work so that they can continue to earn and maintain their careers. Many take programmes that are directly relevant for professional practice and development. Part-time students are normally UK based, with most applicants already living or working within travelling distance of Leeds. UK student visas are not available for part-time study.

Full-time Extended Degree Programmes with Foundation Years: With one exception, these programmes provide an alternative route into an undergraduate degree for students who are from constituencies that are under-represented in higher education and who could benefit from a year of intensive study to equip them with academic skills and knowledge for progression onto a degree at the University of Leeds. This can include those returning to study after gaining experience outside of formal education as well as those moving directly from school or college.
The extended BSc Studies in Science is the exception to this pattern. This serves as a conversion course for high achieving applicants, with at least ABB grades at A level, who wish to progress to a degree in a scientific discipline but who have not taken the pre-requisite science and mathematics subjects at A level.

**Full-time BA Professional Studies**

This degree is designed to be of particular interest to students who will typically bring a range of life experience to their studies and who are looking for a programme that will have with a high degree of relevance for their professional development and a flexible, multi-disciplinary curriculum. Applications are also welcomed from international students.

### 4.2 Competition for places

On part-time programmes we are usually able to offer places to those applicants who meet the entry criteria. Extended degree programmes and the BA Professional Studies (both full-time and part-time) have strictly limited student numbers and may be significantly over-subscribed.

### 4.3 Selection process

Applications for part-time programmes must be made via the standard forms that are available from the LLC. Applications for the LLC’s full-time programmes are 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.

### 4.4 Academic entrance requirements

The LLC 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 [link to local school webpage detailing all undergraduate programmes and entry requirements](http://example.com) 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 Alternative ways of Meeting Entrance Requirements

The University’s Alternative Entry Scheme allows applicants who do not have the relevant formal qualifications to draw on their life and work experience to demonstrate their potential for success.
To be eligible for the Scheme, an applicant must:

- Be applying for a programme that specifies that prospective students may use the Alternative Entry Scheme

And

- have been out of compulsory education at school or college for three or more years.

The Scheme does not apply to candidates who have returned to education and taken three A levels (or equivalent) within the last three years. In such cases, the application is judged against the standard A Level entry requirements of the programme (including the possibility of an alternative offer if the candidate meets eligibility criteria for Access to Leeds). The Scheme may, however, be used for those who have taken fewer than three A Levels in the last three years and can also apply to those who meet A Level requirements but who lack the minimum GCSE qualifications in English and or maths/numeracy.

The Alternative Entry Scheme involves satisfactory completion of assignments that are designed to enable candidates to demonstrate their skills and understanding in relation to their chosen discipline. Some assignments may be done at home within a given time-frame whilst others can involve attendance at the University. They may take the form of essays or other written tasks or involve assessment of specific knowledge or skills in, for example, mathematics. The scheme also includes University entrance tests in English and Maths/numeracy for those who do not have the required GCSE qualifications.

Candidates who are eligible for the Alternative Entry Scheme will be provided with a full briefing indicating the assessments they will be required to undertake, the timescales involved and examples of past papers or assignments. Candidates have a named contact within the LLC with whom they can follow-up any queries that they have about the Scheme.

4.6 Extended Degrees with Foundation Years

BSc Studies in Science

This is a conversion course for students who have not taken the pre-requisite subjects at A level (or equivalent) for admissions to a science degree. Applicants for this course are expected to achieve the level of grades required by their chosen subject degree at A Level (or equivalent).

Other Extended Degrees

As part of its commitment to widening participation, the Lifelong Learning Centre also offers a range of extended degree programmes (both full and part-time) which are designed for those who do not have the formal qualifications for immediate entry onto a degree programme, but who have the potential to succeed. These enable students to prepare for degree study and gain the necessary academic background. Students who successfully complete the foundation year progress to year 1 of a degree course. Excellent financial support is available.

Priority for admission to these extended degrees is given to applicants who could benefit from such a programme and who meet the eligibility criteria for Access to Leeds (see section 3.2) but who do not reach the conditions of the alternative offer.
Applicants for extended degrees who have left compulsory education within the last three years, or taken three A levels (or equivalent) in the last three years, must meet the minimum entry requirements of the University for GCSE and/or numeracy and have achieved at least CDD at A level (or equivalent).

Candidates who have not taken three A levels (or equivalent) within the last three years and/or who do not meet the minimum GCSE requirements may be asked to demonstrate evidence of their capabilities through the University's own entry processes. These may include a combination of interviews, group work, presentations, portfolios or other written work as relevant for the programme to which they are applying. It may also include tests in English and/or maths/numeracy set by the Lifelong Learning Centre which are designed to indicate whether a candidate has the capacity to achieve the entry requirements in these subjects for their chosen programme by the time they enter level 1 of the degree.

4.7 Application Form and Personal statement advice

The UCAS form (full-time programmes) and direct Application Form (part-time programmes) provide information about the candidate’s prior qualifications and experience as well as inviting a personal statement in support of the application. Candidates are also required to name referees (one for UCAS, two for direct application) and should note that these references will be followed up. Forms are considered in their entirety by the admissions tutor.

Applicants should complete the personal statement fully and carefully, remembering that this is a vital opportunity to give evidence that helps us to make an informed judgement about your application. You should aim to produce a statement of between 500 and 700 words that is rich in information and, wherever possible, gives us examples rather than generalised statements.

4.8 Interviews

All applications are considered carefully with reference to the admissions criteria for the relevant programme. Some applications are rejected at this stage because they do not meet the admissions criteria and in a few instances the match is sufficiently clear for a conditional or unconditional offer to be made. In many cases, however, a candidate will be invited to a selection day or interview to enable fuller discussion of their application.

Interviews are typically conducted by the admissions tutor for the programme and are structured to provide fuller evidence of the candidate’s academic potential, aptitude for the programme and, where relevant, professional experience. As with the personal statement, applicants should be ready to discuss each of these areas, remembering the importance of skills and knowledge that they have acquired through informal as well as formal learning. The interview also provides opportunity for an applicant to ask questions about their proposed programme of study and for the admissions tutor to be sure that the candidate has made a properly informed choice.

Section 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 in the application form and performance at interview and any additional selection events or tests where applicable (see section above). The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made.
5.1 Reasons for unsuccessful applications

Due to the volume of full-time 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.

5.2 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 or via email to the relevant Admissions Tutor and 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.

Candidates who attend an interview or selection day and are subsequently rejected will receive written notification from the LLC with brief feedback on the reasons for this decision. Those who are rejected without being invited to an interview or selection day will not automatically receive feedback but may request this by applying in writing or by email to the LLC (see section 8.2). Such requests must be signed by the applicant or be sent from the email address listed on their application form.

5.3 Complaints

The LLC 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 Director for Lifelong Learning detailing the nature of their complaint. 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.

Section 6: Opportunities to visit

6.1 Experience of HE for prospective LLC students

The LLC is committed to promoting university study for people who have not had opportunities for higher education at an earlier stage in life. We offer a wide range of opportunities for potential students to learn about university study and to develop their skills. The following are examples of this provision:

- Outreach to adults in the community – a range of open events and study days both on and off-campus for communities under-represented in higher education to help adults to attain at GCSE, raise aspirations and improve understanding of university study;
- Adult Learners’ Summer School – a three day event each July which provides experience of university life, tasters of different subject disciplines and information-giving sessions;
- Information and Guidance (IAG) – pre-entry information and guidance from highly experienced, qualified staff to help those who are considering university study to make informed choices.
• Non-credit-bearing Short Courses – opportunity for potential applicants to experience university study before committing to a longer programme.

Further information about each of these is available from the LLC website. We also welcome individual enquiries and can arrange for anyone interested in LLC’s programmes to visit the University and meet for informal discussion with a member of staff.

6.2 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 LLC staff are present for all Open Days and available to talk with prospective part-time or mature students and those interested in our full-time foundation programmes.

6.3 Welcome Events, Preparatory Courses and Induction for new students

Over the summer the LLC offers a programme of welcome events, drop-ins and campus tours for prospective students to help familiarise them with the university. These provide opportunities to meet staff and students, see the library and other facilities, receive study tips and discuss any issues or concerns. Further details are available from the LLC website.

We also offer two programmes to enable students who hold offers of places to develop their study skills during the period leading up to the start of their course:

• ‘KickStart’ – a programme that combines on-line learning and a workshop on campus, delivered between June and September
• ‘JumpStart’ – a flexible, part-time programme (on campus and on-line) to support those preparing for foundation level study.

All new students have induction activities linked to their programme of study. These are an opportunity to meet some of the staff and students with whom they will be studying and to gain an understanding of what will be expected of them as students and of what they can expect in terms of the programme, learning resources and support.

Section 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://www.leeds.ac.uk/info/128004/fees_and_funding/15/fees

Section 8: Contact details (STANDARD TEXT)

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
8.2 Post-application enquiries

Admissions enquiries specific to the LLC should be directed to Michelle Lotherington, Student Education Officer (Admissions and Exams), Lifelong Learning Centre, Marjorie and Arnold Ziff Building, University of Leeds, Leeds, LS2 9JT
Telephone - +44 (0) 113 343 7891
Email – m.lotherington@leeds.ac.uk
Web – www.llc.leeds.ac.uk