



# GENERAL ADVICE & GUIDANCE FOR HIGHER EDUCATION COURSES

## INTERVIEWS & OFFERS

Leeds College of Art receives a large number of applicants to our courses each year. The process we apply is designed to be as fair as possible. If you are selected for interview, information will be sent to you beforehand to give you an idea of how we select our students and what process we go through to make our decision.

The UCAS deadline for applications to our courses is **15th January**.

Our admissions tutors will process your application and decide whether your qualifications meet the minimum requirements. Depending on the course you are applying for, you will then be either:

- Invited direct for an interview or;
- Invited to submit some preliminary work by post (this will vary but you would normally be asked to undertake and submit a piece of practical work or written work).

You must submit your work on time, our admissions tutors will then decide whether to invite you to interview with your portfolio or reject your application.

Our selection process is designed to select the strongest students. This does not necessarily mean those with the best qualifications or developed portfolio, but those with the greatest potential to succeed in the future.

If you are successful at interview you will be offered one of the following:

- Unconditional offer (if you have already achieved the required qualifications).
- Conditional offer (you will be advised what grades/scores you need to achieve from the courses you are currently studying).

## ASSESSING YOUR APPLICATION

### Selection criteria

Attainment of qualification that meet the minimum entry requirements for the course, or evidence to indicate that this minimum level will be achieved before the course commences. (See prospectus)

An awareness of the historical and/or contemporary context of art /design or media practice related to the discipline.

An interest in and general knowledge of the chosen subject area.

Work that demonstrates skill and demonstrates competency through the use of a variety of techniques and processes. (Applicable for practice based art and design courses)

Ability to communicate ideas and interests effectively.

Enthusiasm for studying at a specialist Art and Design College.

This is identified from one or more of the following

- Application form
- References
- Interview

- Examples of written work
- Sketchbooks
- Personal statement
- Interview

- Personal statement
- Examples of written work
- Sketchbooks
- Portfolio
- Photos of examples of practical work
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## ASSESSING YOUR APPLICATION CONTINUED

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The essential/desirable criteria indicate the required skills, knowledge and attributes expected for all courses. Individual courses also provide criteria which are course specific. How well an applicant meets all these criteria will be judged using all or some of the following 'tools':

- Application form
- Personal statement
- Reference (including predicted grades)
- Samples of work evidenced through sketchbooks, portfolio and / or photographs of practical work
- Written work that may include essays, critical diaries, notebooks
- Set tasks / tests etc. (course specific)
- Interview

These 'tools' will be applied at different stages of the selection process.

For example, if your form does not demonstrate the potential to achieve the required entry requirements (Criteria 1) you may be rejected early in the process.

We hope that you have found this guidance helpful and would ask that you also refer to the specific course guidance on the interview process, advice of what you should bring with you, how long it all takes and other useful information

## THE INTERVIEW

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The purpose of the interview is to further evaluate your suitability for the course. The interview also provides you with the opportunity to ask questions and to meet teaching staff on the course so that you too can decide if the course is right for you.

The approach staff take in the interview and the types of questions asked will vary between courses.

Some questions are used to obtain and confirm factual information.

Other questions tend to be more general and give you an opportunity to talk about yourself.

Often the interviewer(s) may want to ask a question to dig a little deeper into a topic.

It is the interviewer's job to try and 'break the ice' and encourage you to talk about yourself. We want the interview to be a pleasant experience for you. Think about the interview as being like a discussion. We find out about you and you find out about us and at the end of it we both decide if we are right for each other.