HIGHER EDUCATION ADMISSIONS POLICY

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1. Principles

1.1 Leeds Arts University is committed to providing a distinctive education in art and design, enabling our students to fulfil their personal ambitions and to progress to, and through successful careers.

1.2 It is the policy of the University to admit applicants who are able to demonstrate the potential to benefit from, and the ability to succeed on the chosen course of study. The minimum entry requirement for each course is validated at the approval event. Depending on the demand for each course however, the University may require achievement above the minimum threshold. The University aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the course.

1.3 The University's admission policies are consistent with the Quality Assurance Agency's Quality Code and comply with current law affecting the admissions of applicants.

1.4 The Higher Education admissions policy at Leeds Arts University is overseen and reviewed regularly by the Senior Management Team.

2. Transparency, Consistency and Monitoring

2.1 The University website, the UCAS website and printed publications shall provide clear information on the entry criteria, both academic and non-academic. The University publishes its Higher Education Admissions Policy on its website.

2.2 Information provided is intended to give potential applicants specific information to help them make informed decisions about the courses they apply for. Information available for applicants includes:

- Entry requirements which include the details of what is required for entry, such as qualifications, grades, and interview information
- Details of Open Days
- Advice and guidance on accommodation, finance and support services
- Course specific guidance providing information on the interview process and advice on the work/samples applicants should bring to interview
- Key information sheets about each course and the University's terms and conditions.

2.3 Applications for admission are processed by the Admissions and International teams to ensure fairness and consistency. The applications are checked to ensure completeness and that the applicant's qualifications meet or have the potential to meet the entry requirements.

3. Admissions Requirements

3.1 Selection Principles
The University endeavours to ensure that the selection process provides equal consideration for applicants who apply by the relevant deadline dates. In some cases the selection process may include the submission of supplementary work in addition to the information provided on the application form.

3.2 Minimum Entry Requirements
The University's minimum entry requirements are available to view on the University website and also through the UCAS website.

Applicants will need to have a portfolio of relevant practical work which demonstrates their ability and enthusiasm for the course they are applying for, as well as achieving the relevant qualification/s in a related subject.

Information for international applicants can be found on the University website.

4. **Re-admission of Student**

4.1 Applications from the following will require the approval of the Vice-Chancellor, where appropriate, before the applicant can be offered a place:

- Students whose registration has been terminated by the University and are seeking re-admission after a 2 year period.
- Students who have withdrawn from the University and are seeking re-admission to the same course.

5. **Applications for deferred or advanced level Entry**

5.1 Applications for deferred entry are accepted by the University. Entry to advanced levels is reviewed regularly by the Senior Management Team.

6. **Admissions Processes**

6.1 For undergraduate applicants the University observes the procedures and deadlines as set out by UCAS. Applications for admission to full time undergraduate degree courses must be made through UCAS online. International and European applicants for undergraduate courses should also apply through UCAS, although international applications made directly to the University are accepted.

6.2 Formal responsibility for acknowledgement of applications and communication of the outcome rests with UCAS.

6.3 For postgraduate courses all UK, European and international applications must be made directly to the University using the online application form. Applications will be acknowledged by the University.

7. **Applicants with disabilities or learning difficulties**

7.1 The University is firmly committed to a policy of equal opportunities for all applicants.

8. **Complaints/ Appeals**

8.1 There is no right of appeal against an admission decision about matters of academic judgment regarding an applicant's suitability to study a course. Please refer to the Admissions Complaints policy for further details.

9. **Data Protection**

9.1 In order to comply with Data Protection legislation, the University does not divulge information to third parties. All applicants' details are handled and stored securely in both hard and electronic forms within the University's various departments. The University may disclose relevant details to a tutor or third party where it is necessary for us to help safeguard the health and safety of the applicant, or the health and safety of others.

10.   Significant changes to a course

10.1 Applicants are notified of any significant changes to a course as soon as possible.

11.   Incoming Erasmus+, Exchange and Visiting Students

11.1 Students wishing to undertake an Erasmus+ placement will follow the application process stipulated by the Erasmus+ course. On receipt the International team will follow the direct entry procedure above. Visiting Students and students on a direct exchange placement will apply directly to the University using the procedure above.

12.   Recognition of Prior Learning

12.1 Students who do not have the normal stated entry requirements may be able to gain admission to a course on the basis of prior certificated learning and/or prior experiential learning. The requirements for admission through RPL are set out in the University's Academic Regulations.