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1. **Principles**

Leeds College of Art is committed to providing a distinctive education in art, design and the crafts, enabling our students to fulfil their personal ambitions and to progress to, and through successful careers.

The College aims to develop a fully integrated learning community based around the arts, crafts and design in which students are treated according to their need, with parity of esteem irrespective of their background, race, gender, age, ambition, previous education and subject or level.

It is the policy of the College to admit applicants who are able to demonstrate the potential to benefit from, and the ability to succeed on the chosen programme of study. The minimum entry requirement for each programme is validated by the relevant awarding body. Depending on the demand for each programme however, the College may require achievement above the minimum threshold.

The College aims to reflect the culture we wish to nurture in the College which will influence the way decisions and priorities are decided upon, ultimately helping the College achieve its mission:

- Student needs are our first priority
- Integrity, commitment and fairness in everything we do
- Cherishing creativity
- Openness to new ideas

The College is committed to providing a professional admissions service and to provide clear, fair and consistently applied policies and procedures. The College aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the programme.

2. **Context**

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

3. **Governance**

3.1 **Policy**

The Higher Education admissions policy at Leeds College of Art is overseen and reviewed annually by the Academic Board.

3.2 **Role of Admissions Staff**

Admissions decisions at the College are ultimately made by programme areas. A central Admissions Office coordinates the admissions process for applicants applying for undergraduate programmes through UCAS and liaises directly with UCAS; for post graduate programmes applications are accepted directly to the College. In summary the Admissions Office has responsibility for:

- Implementing the College’s admissions procedure
- Processing applications and the decisions made by programme areas.
- Liaising with UCAS.
- Disseminating relevant information to programmes.
- Communicating with applicants during admission process.
### 3.3 Training of Admissions Staff

All members of staff in the Admissions Team are given appropriate guidance in order to fulfil their roles competently and in line with the policy. Structured guidance is given to programme areas from the College in light of any national or institutional changes to admissions policy or procedures. Ongoing information is given to all admissions staff from the College’s Admissions Officer.

### 3.4 Transparency, Consistency and Monitoring

The College website, the UCAS website and printed publications shall provide clear information on the entry criteria, both academic and non-academic. The College shall publish its HE Admissions Policy on its website.

Information provided is intended to give potential applicants specific information to help them make informed decisions about the programmes 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
- Programme specific guidance which provides information on the interview process and advice on the work/samples applicants should bring to College.
- A ‘Welcome pack’ provided to new applicants

All applications for admissions are processed by the Admissions team to ensure fairness and consistency. The Admissions team check all applications to ensure completeness and that the applicant’s qualifications meet or have the potential to meet the entry requirements.

Any international application received will have their qualifications verified by the Admissions team and then progressed in the normal way. The International Officer will be notified. Information will be sent to the international student requesting further information where applicable.
4 Admissions Requirements

4.1 Selection Principles

Leeds College of Art endeavours to ensure that the selection process provides equal consideration for applicants who apply by the relevant closing dates. In some cases the selection process may include the submission of supplementary work in addition to the information provided on the application form.

4.2 Entrance Requirements

Applications are assessed by the admissions staff on the basis of information provided on the application form. All applicants are assessed as individuals and are given equal opportunity to demonstrate relevant skills and provide supporting information where required on the application form.

The minimum entry requirement for each programme is validated by the relevant awarding body. Depending on the demand for each programme however, the College may require achievement above the minimum threshold. This is reviewed annually by the College Senior Management Team. For undergraduate programmes these are as minimum tariff points from the UCAS tariff guide; for post graduate programmes these are normally a minimum of a 2:1 honours degree.

The College entry requirements will be stated clearly in the College prospectus, on the College website and also on the UCAS website. All applications are dealt with in accordance with published timescales and deadlines.

The College welcomes applications from mature applicants and believes that a mixture of backgrounds, ages and personalities enriches the student learning experience.

4.3 Qualifications

4.3.1 Minimum Entry Requirements

The College’s minimum entry requirements are reviewed yearly and are available to view on the College website and also through the UCAS website. For further information follow the link http://www.leeds-art.ac.uk/higher-education-entry-requirements/

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

4.3.2 English Language Requirements

All applicants will require an approved English Language qualification to gain entry to Leeds College of Art. If they have not met the standard entry criteria an offer made by the College will incorporate this requirement as part of the conditions.
4.4 Applicants Who Have Non-UK Qualifications

International applicants are required to complete an application form (UCAS for undergraduate or direct for postgraduate) and will be progressed in the normal way. If selected for interview but unable to attend, applicants will be invited to send examples of work by electronic means.

Applicants for whom English is not their first language will require an English language qualification to gain entry to Leeds College of Art. Any offer made will include the condition of successful completion of an English proficiency test to a required minimum threshold stated in the published entry requirements.

Information for international applicants can be found on the College website www.leeds-art.ac.uk/home/international-students. Where applicants are unsure about the equivalence of their qualification this should be checked with their existing or previous institution.

4.5 Re-admission of Student

Applications from the following will require the approval of the Director of Studies or Director of Finance, where appropriate, before the applicant can be offered a place:

- Students whose previous programme was terminated by the College.
- Students who have withdrawn from the College and are seeking re-admissions to the same programme.

Student who have a debt to the College.

4.6 Applicants Seeking Deferred Entry

Applicants requesting deferred entry will not normally be accepted.

4.7 Criminal Convictions

The College has a policy statement on applicants with criminal records.

It should be noted that if an applicant is required to disclose an unspent 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 an applicant has already enrolled, their enrolment at the College will be 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 College may request further information about the nature or context of an applicant’s criminal record.
5 Admissions Processes

5.1 UCAS Process

The College observes the procedures and deadlines for the handling of applications as set out by the Universities and Colleges Admission Service (UCAS).

Applications for admission to full time undergraduate degree programmes must be made through UCAS online at www.ucas.com/students/apply/. Overseas and European applicants should also apply online through UCAS in the same way as applicants residing in the United Kingdom.

5.2 Direct Applications

Applications for admission to postgraduate degree programmes must be made directly to the College using the online application form http://www.leeds-art.ac.uk/home/our-courses/how-to-apply/. Overseas and European applicants should also apply online in the same way as applicants residing in the United Kingdom.

5.3 Minimum Age of Entry

The normal minimum age on entry to a Higher Education programme is 18.

5.4 Deadlines

All applications for undergraduate programmes starting in September should be received by UCAS by the deadline of:

- 15 January of the same calendar year.

Applications received by the deadline above will be given equal consideration. Late applications will only be considered if there are places available, once due consideration has been given to those applications received by the 15 January deadline. All applications are assessed on the basis of information provided on the application form and progressed to interview, submission of work or rejection accordingly.

All applications for postgraduate programmes should be received by 31 March.

5.5 Interviews

The interview is used as the final selection tool to determine an applicant’s suitability. Interviews will be conducted by Programme Leaders (or nominated member of team). There are usually two members of staff at an interview, the second member of staff may not always be present at the interview but will have reviewed the applicant’s portfolio and application form and discussed these with their colleagues before making a decision. The decision should be approved by both members of staff. An interview pro-forma is completed, taking into account the applicant’s potential to succeed i.e. the actual and expected grades, performance at interview and the portfolio of work.

The role of the interviewer is to make a judgment whether the applicant has the potential to succeed on the programme applied for and to make a decision which they consider to be in the best interests of the applicant.

All decisions must be based on the principles underlying this policy.
5.6 Communication with Applicants

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

Postgraduate applicants will be informed directly by the College.

5.7 Disabled Applicants

The College is firmly committed to a policy of equal opportunities for all applicants and positively welcomes applications from people with disabilities.

Applicants are requested to indicate their disability and or support need on their application form and we strongly encouraged applicants to disclose a disability. Where applicants choose not to disclose their disability this may make it more difficult, or in some cases impossible for the College to make reasonable adjustments. Disabled applicants are also advised to contact the College’s Student Advice team when they receive an offer to discuss any support requirements they may have.

5.8 Fraudulent Statements, Plagiarism and Omissions

Leeds College of Art follows the UCAS procedures on fraudulent statements and omissions. Applicants should not omit any requested or relevant information, make a misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application proves including after an offer is made. Should this occur the College reserves the right to dismiss an application, withdraw and offer of a place and/or revoke registration.

The UCAS Similarity Detection Service processes all personal statements received in support of applications to higher education through UCAS. Further information is available at http://www.ucas.com/he_staff/workingtogether/plagiarism/

Postgraduate applications will be reviewed by the Admissions Team following the principles above.

5.9 Feedback

In the first instance general feedback is given on UCAS Track for undergraduate applicants to view. Should an applicant require further feedback this will only be provided upon receipt of a written, signed request to the Admissions Officer. The feedback will be based on information stated on the interview form completed by the interviewing panel.

Postgraduate applicants will receive general feedback from the College. Should an applicant require further feedback this will only be provided upon receipt of a written, signed request to the Admissions Officer. The feedback will be based on information stated on the interview form completed by the interviewing panel.

5.10 Offers

5.10.1 Conditional Offer

A conditional offer means that Leeds College of Art will offer an applicant a place providing certain conditions are met before registration on the programme. Usually conditions are based on the completion of outstanding qualifications. Conditional offers may state the grades that must be achieved and/or specific grades in named subjects and may be also be based on tariff points.
Each offer is specific to the applicant’s individual qualification and circumstances.

5.10.2 Unconditional Offer

An unconditional offer means that an applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme at the College.

5.10.3 Unsuccessful Application

Applicants will receive an unsuccessful response if the College has decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons and should be aware that many of the programmes at the College receive far more applications than number of places available.

5.10.4 Withdrawn Application

An application may be withdrawn either by the applicant or by the College. In most cases if the College withdraws an undergraduate application the reason will be displayed on UCAS track. An applicant will be withdrawn if they fail to attend an interview without making contact with the College or if an applicant has failed to respond to College emails or letters within given deadlines.

5.11 UCAS Extra

UCAS Extra runs from February until early July and gives applicants for undergraduate programmes who are holding no offers a further opportunity to make an additional application. The College will declare to UCAS the programme for which they will accept Extra applications and these will be posted on UCAS website at www.ucas.ac.uk.

5.12 Clearing and Adjustment

The UCAS clearing scheme offers a final opportunity to applicants for undergraduate programmes who have not secured a place by early August. The UCAS website contains further information on eligibility to enter the clearing process.

Each year some applicants pass exams with better results than expected. The Adjustment process is for applicants who meet and exceed the conditions of their firm choice. It provides an opportunity for them to reconsider where and what to study. The UCAS website contains further information on the Adjustment period.

The College will publish vacant places on our programmes on our website and may be published on UCAS.

5.13 Confirmation

Confirmation is the name given to the period in August each year when the College receives A level and other UK qualifications results for any applicants who have accepted conditional offers. On the basis of these results, applicants who achieve the grades required by their conditional offer, academic and non-academic, have their place confirmed. Applications from those applicants who have not quite met the conditions of offer may be reviewed and their places may be confirmed.
5.14 Complaints/ Appeals

There is no right of appeal against an admission decision about matters of academic judgment regarding an applicant’s suitability to study a programme.

Please refer to the Complaints and Appeals policy for further details.

5.15 Data Protection

In order to comply with the Data Protection Act of 1998, the College does not divulge information to third parties. All applicants’ details are handled and stored securely in both hard and electronic forms within the College’s various departments. The College may disclose details of medical conditions 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.

5.16 Changes to an applied programme

Should there be any significant changes to a programme applied for, applicants are notified of this as soon as possible between the time the offer is made and enrolment is complete.

6 Incoming Erasmus and Exchange Students

Students wishing to undertake an Erasmus placement will follow the application process stipulated by the Erasmus programme. On receipt the Admissions team will follow the direct entry procedure above.

Students on a direct exchange placement will apply directly to the College using the procedure above.