



Admissions Policy

Undergraduate Admissions: September 2010 entry

This document outlines the Faculty of Engineering Undergraduate Admissions Policy for 2010 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2010 University of Leeds Undergraduate Admissions Policy (http://www.leeds.ac.uk/students/admissions_policy.htm), and should be considered alongside this document. The policy will be reviewed on an annual basis.

The Faculty of Engineering admissions policy applies to the following programmes:

| Programme | UCAS Code |
|---|-----------|
| Aeronautical and Aerospace Engineering (MEng, BEng) | H410 |
| Architectural Engineering (International) (MEng) | H2KC |
| Architectural Engineering (MEng, BEng) | HK21 |
| Artificial Intelligence (BSc) | G700 |
| Automotive Engineering (MEng, BEng) | H330 |
| Aviation Technology and Management (BSc) | HN42 |
| Aviation Technology with Pilot Studies (BSc) | H460 |
| Chemical and Energy Engineering (MEng, BEng) | H801 |
| Chemical and Materials Engineering (MEng, BEng) | HJ85 |
| Chemical and Minerals Engineering (MEng, BEng) | HJ81 |
| Chemical and Nuclear Engineering (MEng, BEng) | H891 |
| Chemical and Pharmaceutical Engineering (MEng, BEng) | H890 |
| Chemical Engineering (MEng, BEng) | H800 |
| Civil and Environmental Engineering (MEng) | H291 |
| Civil and Nuclear Engineering (MEng, BEng) | H2H8 |
| Civil and Structural Engineering (MEng, BEng) | H200 |
| Civil and Structural Engineering (Europe) (MEng, BEng) | H290 |
| Civil and Structural Engineering (International) (MEng, BEng) | H292 |
| Civil Engineering with Construction Management (International) (MEng) | H2K2 |
| Civil Engineering with Construction Management (MEng) | H202 |
| Computer Science (BSc) | G400 |

| Programme | UCAS Code |
|--|-----------|
| Computer Science with Mathematics (BSc) | G4G1 |
| Computing (BSc) | G401 |
| Computing for Business (BSc) | GN51 |
| Electronic and Communications Engineering (MEng, BEng) | H640 |
| Electronic and Electrical Engineering (MEng, BEng) | H600 |
| Electronic Engineering (MEng, BEng) | H610 |
| Electronics and Computer Engineering (MEng, BEng) | HG64 |
| Electronics and Nanotechnology (MEng, BEng) | HF63 |
| Energy and Environmental Engineering (MEng, BEng) | H220 |
| Fire and Explosion (MEng, BEng) | HH81 |
| Information Technology (BSc) | G500 |
| Materials Science and Engineering (MEng, BEng) | J511 |
| Mechanical Engineering (MEng, BEng) | H300 |
| Mechatronics and Robotics (MEng, BEng) | HH36 |
| Medical Engineering (MEng, BEng) | HHH6 |
| Mining and Quarry Engineering (MEng, BEng) | J191 |
| Music, Multimedia and Electronics (BSc) | WGH4 |
| Petroleum Engineering (BEng) | H851 |
| Product Design (MDes, BDes) | H790 |

Application process

1. UCAS process

All applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com). The Faculty of Engineering will accept applications after the initial UCAS closing date and does usually participate in the UCAS Extra scheme. The Faculty does not normally participate in Clearing.

2. Access to Leeds scheme

The Faculty of Engineering 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 applicant's potential in light of this contextual evidence and consider making an Access to Leeds offer alongside the standard offer. Access to Leeds students do not normally have to meet specific GCSE entry criteria and will be eligible for an offer if they meet the University's GCSE matriculation stand and, for courses which require numeracy, have gained a grade C (or equivalent) in Mathematics. For more information on Access to Leeds please refer to www.leeds.ac.uk/ace/access/access.htm

3. Deferred applications/ Gap-Year

The Faculty of Engineering will accept applications for deferred entry subject to course availability. 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.

Applicants can apply initially for deferred entry and be considered for a place at that stage, or can request a deferred offer at any point in the year by contacting the relevant Admissions Team, see section 23 for contact details.

4. Re-sits/ Re-applications

The Faculty of Engineering will accept applications from applicants who have re-sat examinations. An applicant is welcome to make a fresh application through UCAS in the following cycle and any offer will be based on the new application.

5. Internal transfers

The Faculty of Engineering 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 required to make a formal request in writing to the the Admissions Team, see contact details in section 23. The request should include the following information:

- Current programme of study
- Grades obtained on current programme of study
- Other qualifications held eg A Levels and GCSEs
- Reason for request to transfer
- Interest in and knowledge of the subject area and degree programme

Transfer applicants will usually be interviewed and, depending on the time of year, may be required to complete their current year to a specified level.

6. Applications from minors and vulnerable persons

The University of Leeds Undergraduate Admissions Policy details our policy with regards to applications from minors and vulnerable persons. Age and "vulnerability" of itself is not generally a barrier to

admission. However it is recognised that careful consideration may need to be given to someone's age and vulnerability when applying for certain programmes.

7. International/ Overseas students

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 of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for the Faculty of Engineering are detailed in the University of Leeds Undergraduate Admissions Policy. Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/students/index.htm>

8. Mature students

The Faculty of Engineering welcomes applications from mature applicants and support is available through the Lifelong Learning Centre (LLC). This support includes pre-entry advice and guidance for adults, matriculation tests, alternative entry schemes, preparatory programmes for adults, developing academic skills before entry, and information on a range of issues relevant to such applicants. For further details, contact: part-time@leeds.ac.uk, phone 0113 343 3212 or see www.leeds.ac.uk/lifelonglearningcentre.

9. Disabled applicants

The Faculty of Engineering welcomes applications from disabled people. In line with the University's obligations under the Disability Discrimination Act,¹ disabled applicants will not be treated less favourably than other applicants are, or would be, treated. The Faculty of Engineering will strive to 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 candidate's academic suitability should be kept separate from any consideration of the applicant's disability-related support requirements. As well as responding to individual requests for such adjustments from applicants or students, the Faculty will also strive to be proactive in ensuring that our admissions process and any related events (for example, open days) are as accessible as possible.

In line with the Disability Discrimination Act, the Faculty adopts a broad definition of disability, which would, for example, cover many people with dyslexia, long-term mental health conditions or Asperger Syndrome, as well as people who are blind, partially-sighted, deaf, hard of hearing or who have a mobility or physical impairment. Applicants are asked to indicate their disability status on their application form and we 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 candidates are also advised to contact the University's Disability Team, which is part of the University's Equality Service (visit the Equality Service's website at www.equality.leeds.ac.uk) 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. Applicants are also welcome to contact the Faculty directly to discuss any support or adjustments they may require and contact details can be found at the end of this document.

¹ In summary, the DDA states that a disabled person is 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.

This policy should also be read in conjunction with the University of Leeds Undergraduate Admissions Policy, which states the University's broader commitments to delivering a fair and equal admissions process for disabled applicants.

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

Admissions intake

11. Admissions intake

The intake for Faculty of Engineering programmes through UCAS is typically 560 Home/EU students, including mature students and those from the European Union. International fee-paying students are considered in addition to this figure.

12. Competition for places

Engineering and Computing programmes are very popular and receive in excess of 4800 applications for the 560 Home/EU places available.

Selection process

13. 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 Faculty of Engineering.

The selection criteria must treat all students fairly and not discriminate unlawfully on grounds of marital status, gender, gender re-assignment or transsexual status, race (including colour, nationality, national

² In contrast with disability issues, health issues are generally shorter-term (lasting less than 12 months) and have a less significant impact on a person's ability to carry out normal day-to-day activities.

origin or ethnic origin) disability, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

The Admissions Tutor or Selector will read the UCAS form, and academic grades form only one part of the final decision.

14. Academic entrance requirements

The minimum entrance requirements for Faculty of Engineering programmes for those taking A Levels are listed below.

| Course Title | UCAS Code | Entry Requirements | Subjects Required |
|--|-----------|--------------------|---|
| Aeronautical and Aerospace Engineering (MEng, BEng) | H410 | AAB | Maths and Physics |
| Architectural Engineering (International) (MEng) | H2KC | AAB | Maths |
| Architectural Engineering (MEng, BEng) | HK21 | AAB | Maths |
| Artificial Intelligence (BSc) | G700 | AAB | Maths (GCSE) |
| Automotive Engineering (MEng, BEng) | H330 | AAB | Mathematics and preferably Physics |
| Aviation Technology and Management (BSc) | HN42 | AAB | Maths or Physics |
| Aviation Technology with Pilot Studies (BSc) | H460 | AAB | Maths or Physics |
| Chemical and Energy Engineering (MEng, BEng) | H801 | AAB | Two of maths, physics, chemistry or another science |
| Chemical and Materials Engineering (MEng, BEng) | HJ85 | AAB | Two of maths, physics, chemistry or another science |
| Chemical and Minerals Engineering (MEng, BEng) | HJ81 | AAB | Two of maths, physics, chemistry or another science |
| Chemical and Nuclear Engineering (MEng, BEng) | H891 | AAB | Two of maths, physics, chemistry or another science |
| Chemical and Pharmaceutical Engineering (MEng, BEng) | H890 | AAB | Two of maths, physics, chemistry or another science |
| Chemical Engineering (MEng, BEng) | H800 | AAB | Two of maths, physics, |

| Course Title | UCAS Code | Entry Requirements | Subjects Required |
|---|-----------|--------------------|---|
| | | | chemistry or another science |
| Civil and Environmental Engineering (MEng) | H291 | AAB | Maths |
| Civil and Structural Engineering (Europe) (MEng) | H290 | AAB | Maths |
| Civil and Structural Engineering (International) (MEng) | H292 | AAB | Maths |
| Civil and Structural Engineering (MEng, BEng) | H200 | AAB | Maths |
| Civil Engineering with Construction Management (International) (MEng) | H2K2 | AAB | Maths |
| Civil Engineering with Construction Management (MEng) | H202 | AAB | Maths |
| Civil with Nuclear Engineering (MEng, BEng) | H2H8 | AAB | Maths |
| Computer Science (BSc) | G400 | AAB | Maths |
| Computer Science with Mathematics (BSc) | G4G1 | AAB | Maths Grade A |
| Computing (BSc) | G401 | AAB | Maths (GCSE) |
| Computing for Business (BSc) | GN51 | AAB | Maths (GCSE) |
| Electronic and Communications Engineering (MEng, BEng) | H640 | AAB | Maths |
| Electronic and Electrical Engineering (MEng, BEng) | H600 | AAB | Maths |
| Electronic Engineering (MEng, BEng) | H610 | AAB | Maths |
| Electronics and Computer Engineering (MEng, BEng) | HG64 | AAB | Maths |
| Electronics and Nanotechnology (MEng, BEng) | HF63 | AAA | Maths |
| Energy and Environmental Engineering (MEng, BEng) | H220 | AAB | Two of Maths, Physics, Chemistry or another science |
| Fire and Explosion (MEng, BEng) | HH81 | AAB | Two of Maths, Physics, Chemistry or another science |

| Course Title | UCAS Code | Entry Requirements | Subjects Required |
|--|-----------|--------------------|---|
| Information Technology (BSc) | G500 | AAB | |
| Materials Science and Engineering (MEng, BEng) | J511 | AAB | Two of Maths, Physics, Design or Chemistry |
| Mechanical Engineering (MEng, BEng) | H300 | AAB | Mathematics and preferably Physics |
| Mechatronics and Robotics (MEng, BEng) | HH36 | AAB | Maths |
| Medical Engineering (MEng, BEng) | HHH6 | AAB | Mathematics and preferably Physics |
| Mining and Quarry Engineering (MEng, BEng) | J191 | AAB | Two of Maths, Physics, Chemistry or another science |
| Music, Multimedia and Electronics (BSc) | WGH4 | AAB | Maths (AS) and Music |
| Petroleum Engineering (BEng) | H851 | AAB | Two of Mathematics, Physics, Chemistry or Geology. |
| Product Design (MDes, BDes) | H790 | ABB | Preferably design related subjects |

Students taking other equivalent qualifications (eg Diplomas, IB, Scottish Highers) are welcomed and are advised to contact the relevant admissions team prior to making an application to discuss the required achievement level needed.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

15. 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 why you are interested in the field, any relevant work or other experience, details of any particular skills, interests or attributes you have which you think demonstrate your aptitude, motivation and interest in the subject area.

16. Interviews

Interviews do not form part of our standard admissions process, however, candidates living within reasonable travelling distance of the University may be invited to visit the University to discuss their application on a one-to-one basis with a member of staff or invited as part of a post application visit day.

During the visit applicants will have the chance to see the University and Faculty and to talk with staff and students.

Additionally, applicants with non-traditional qualifications, Access to Leeds applicants, applicants wishing to transfer from another degree programme, mature applicants, and/or special cases such as documented illness, are considered on individual merit and, where appropriate, invited to specifically to discuss their preparedness for the programme, experience, reason for transfer etc.

17. 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, and are made based on the information supplied on the UCAS form. The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made.

Unsuccessful applicants

18. Reasons for unsuccessful applications

Due to the volume of applications received and limits on the number of places available we may have to reject not only students who already hold or are predicted lower than the minimum entry requirement but also many students who meet the minimum requirement. Applications which are unsuccessful may be considered for alternative programmes within the Faculty.

19. Feedback

Unsuccessful applicants may request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the relevant Admissions Tutor [contact details can be found at the end of this document] 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.

20. Complaints

The Faculty of Engineering 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 SR Biggs
Pro-Dean for Learning and Teaching
Faculty of Engineering
University of Leeds
Leeds, LS2 9JT

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

21. University open days

The University of Leeds Undergraduate Open Days are usually held in June and September and are designed for prospective applicants rather than those who have already been made an offer.

22. Post-applicant days

All applicants to whom we have made offers are welcome to attend a post applicant day. These are usually held from November to April and are in addition to the main University Open Days, which are designed for prospective applicants rather than those who have already been made an offer. Attendance is not compulsory and is not part of the selection process. The purpose of the visit is to enable applicants to familiarise themselves with the department and the programme of study in order that they may make an informed choice about whether to accept their offer. These days are more in-depth than the general University Open Days.

Scholarships & funding

The University of Leeds has one of the most comprehensive financial support packages available. One in four 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 www.leeds.ac.uk/students/money

The Faculty of Engineering offers scholarships and bursaries for both Home/EU applicants and international students. Details can be found on the Faculty website at www.engineering.leeds.ac.uk/

Contact details

23. Admissions Enquiries

Admissions enquiries specific to the Faculty of Engineering should be directed to the relevant admissions staff.

| Contact Type | Main Contacts | Contact Details |
|---|--|--|
| Civil Engineering | Dr Terry Cousens Alison Brine | E: ugcivil@leeds.ac.uk F: +44 (0)113 343 2265 T: +44 (0)113 343 2262 |
| Process, Environmental & Materials Engineering | Dr Colin Poole Sylvia Cook | E: ugspemeadmissions@leeds.ac.uk F: +44 (0) 113 343 2549 T: +44 (0)113 343 2535 |
| Computing | Dr Sarah Fores | E: ugadmit@comp.leeds.ac.uk F: +44 (0)113 343 5468 T: +44 (0)113 343 5821 |
| Electronic & Electrical Engineering | Dr Steven Freear Andy Linyard | E: electronics@leeds.ac.uk F: +44 (0)113 343 2032 T: +44 (0)113 343 2012 |
| Mechanical Engineering | Dr Robert Richardson Karen Jones | E: ugadmissions@mech-eng.leeds.ac.uk F: +44 (0) 113 242 4611 T: +44 (0)113 343 2149 |
| Faculty of Engineering | Paula Dunn | E: p.dunn@leeds.ac.uk F: +44 (0)113 343 7665 T: +44 (0)113 343 1410 |