This document outlines the School of Mathematics Undergraduate Admissions Policy for 2013 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2013 University of Leeds Undergraduate Admissions Policy (http://www.leeds.ac.uk/admissionspolicy) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Mathematics Admissions Policy applies to the following Single Honours programmes:

- BSc Mathematics (G100)
- MMath, BSc Mathematics (G101)
- BSc Mathematics and Statistics (GG13)
- MMath, BSc Mathematics and Statistics (GG1H)
- Mathematics with Finance (G1N3)
- Actuarial Mathematics (NG31)
- Mathematical Studies (G150)

and to the following Joint Honours programmes which are parented by the School of Mathematics:

- BSc Biology and Mathematics (CG11)
- BSc Economics and Mathematics (GL11)
- BSc Geography and Mathematics (FG81)
- BSc Management and Mathematics (GN12)
- BSc Mathematics and Music (GW13)

APPLICATION PROCESS

1. UCAS process

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

For some, but not all, programmes, the School of Mathematics will normally accept applications after the initial UCAS closing date of 15th January and does normally participate in the UCAS Extra scheme.

2. Access to Leeds and Realising Opportunities scheme

The School of Mathematics is committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who have experienced disadvantage will be flagged to admissions tutors through the Access to Leeds and Realising Opportunities Schemes, using a combination of educational context, social factors and personal circumstances. Admissions tutors can then assess the Access to Leeds and Realising Opportunities applicant’s potential using the contextual evidence, and students that receive an offer will receive an alternative offer alongside
their standard offer. The alternative offer will be the equivalent of two A Level grades (across two or three A levels, if taken) below their standard offer, and is conditional upon successfully completing the Access to Leeds or Realising Opportunities module. Access to Leeds students will also have to make the University of Leeds their firm choice. Access to Leeds and Realising Opportunities students will be 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/ace/PS/A2L.html.

3. Deferred applications/ Gap-Year

The School of Mathematics will accept applications for deferred entry. We welcome applications from applicants who are intending to undertake a Gap Year. The procedure is the same as for other applications.

4. Re-sits/ Re-applications

The School of Mathematics will normally accept applications from applicants who have applied before, or who have re-sat examinations. The procedure is the same as for other applications.

5. 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.

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.

6. Internal transfers

The School of Mathematics will normally consider applications from applicants who wish to transfer internally from other programmes at the University of Leeds, provided places are available. All applications will be dealt with on a case-by-case basis.

7. Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. For the current range of Joint Honours programmes offered within the School of Mathematics please refer to http://www.maths.leeds.ac.uk/undergraduate/degree-courses.html for further information and entry requirements.

8. Applications from minors and vulnerable persons

The University recognises that in some cases careful consideration may need to be given to someone’s age or position as a vulnerable adult when applying for certain programmes. For full details of the University policy please see http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf
9. 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 School of Mathematics 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/international

10. Mature applicants

The School of Mathematics welcomes applications from applicants who may have had a period away from full-time education, and is happy to assess such applicants, where appropriate, by means of an interview and/or written tests. 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: part-time@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk

11. Part time applicants

Applications for part-time undergraduate study should be made directly to the Lifelong Learning Centre rather than through UCAS. Fees, payment of fees, and financial support as well as a number of other arrangements are different for part-time Undergraduate study.

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: part-time@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk

Please note that undergraduate degrees offered by the School of Mathematics cannot be undertaken on a part-time basis.

12. Disabled applicants

The School of Mathematics welcomes applications from disabled people¹. The University will 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 applicant’s academic suitability will be kept separate from any consideration of the applicant’s disability-related support requirements.

Applicants are invited to indicate their disability status on their application form and we strongly 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 applicants are also advised to contact the University’s Disability Team (part of the University’s Equality 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.

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-to-day 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.
If any applicant feels that their disability has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.12 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 Diversity which is available from the University's Equality Service at www.equality.leeds.ac.uk.

13. 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 School sees health-related issues 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 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 School 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. 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. You are welcome to notify (via a verified statement) the Mathematics admissions office of the circumstances. It will however be assumed that the exam board will take the circumstances into consideration and these may not be considered when making an offer or in the August results period.

ADMISSIONS INTAKE

14. Admissions intake

Details are given below of the typical annual intake through UCAS for the School of Mathematics. The figure given is for home students, including mature students and those from the European Union. International fee-paying students are considered separately and are not included in these figures.

Single honours programmes: 140-170 students
Joint honours programmes: 40-50 students

15. Competition for places

Programmes within the School of Mathematics are generally very popular and we receive in excess of 1000 applications for the 140-170 places available on our Single Honours Programmes. Most of our applicants have an excellent academic record, typically grade A in A-level Mathematics Plus AA or AB in two other A-level

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.
**SELECTION PROCESS**

16. 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 successful students on our degree programmes.

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

17. Academic entrance requirements

The School of Mathematics welcomes applications from applicants studying a range of equivalent Level 3 qualifications where students have the potential to succeed on their chosen degree course. Please see http://www.maths.leeds.ac.uk/undergraduate/degree-courses.html for the programme list of entry requirements and accepted qualifications. The most important requirement is Mathematics A-level at Grade A, or equivalent. Further Mathematics at A-level or AS-level is desirable, but not essential.

Applicants must also meet the University’s matriculation requirements of five GCSEs, including English at grade C or above, or equivalent.

Where an applicant narrowly fails to achieve the typical offer we may nevertheless accept the applicant, provided places are available. In such circumstances we are likely to use results on individual Maths and Further Maths modules, so applicants should ensure that these results are given in full in the UCAS application.

Non-standard cases, such as mature students, applicants with unusual qualifications, those transferring internally or externally from other courses, etc., are dealt with on a case-by-case basis.

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

18. 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 a part of the selection process. Applicants may take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. For applicants with non-standard circumstances, we would like the personal statement to contain an explanation of the circumstances, and we may use it in deciding whether or not to make an offer, and for conditional offers, what offer to make. We also wish to hear about evidence of independent study, other achievements which indicate the potential for success at university, and also details of how the applicant’s education may have been impaired through no fault of their own.
19. Interviews

Interviews do not form part of our standard admissions process. However, in non standard cases, an interview or written test may be required before an offer can be made, or an offer may be conditional on a satisfactory interview or written test.

20. 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 on the UCAS form and performance at interview where applicable (see section above). The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made.

UNSUCCESSFUL APPLICANTS

21. Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject applicants who already hold or are predicted lower than the typical academic entry requirement, and also many applicants 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.

22. 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 to the Admissions Tutor 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.

23. Complaints

The School of Mathematics 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: Prof Charles Taylor, Chair of School, School of Mathematics, 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

24. University open days

The University of Leeds Undergraduate Open Days are usually held in June 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
25. Post-applicant days

All applicants to whom we have made offers are invited to attend a School of Mathematics Post-Application Visit Afternoon (PAVA). These are normally held between February and April.

Attendance is not compulsory and does not form part of the selection process. The purpose of the Post Application day is to enable applicants to familiarise themselves with the department and the programme of study in order that they care able to make an informed choice about whether or not to accept their offer. Unless you are specifically informed in advance, you will not be required to undertake an interview as part of this visit.

We strongly encourage applicants who have not previously attended an Open Day to attend a Post-Application Visit Afternoon.

SCHOLARSHIPS & FUNDING

26. 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 www.leeds.ac.uk/yourfinances

The School of Mathematics offers a range of scholarships. Details are on the website http://www.maths.leeds.ac.uk/undergraduate/scholarships.html

CONTACT DETAILS

27. 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

Course Enquiries,
University of Leeds,
Leeds,
LS2 9JT
Telephone: +44 (0) 113 343 2336
Email: study@leeds.ac.uk
Web: www.leeds.ac.uk/undergraduate

28. Post-application enquiries

Admissions enquiries specific to the School of Mathematics should be directed to:

Undergraduate Admissions Tutor,
School of Mathematics,
University of Leeds,
Leeds,
LS2 9JT
Telephone: +44 (0) 113 343 5133
Email: maths.admiss@leeds.ac.uk
Web: www.maths.leeds.ac.uk/undergraduate