



Leeds Trinity  
University

# Postgraduate Research Admissions Policy

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## **1.0 Introduction**

This document outlines the Leeds Trinity University Admissions Policy for Postgraduate Research study for 2018 entry. This policy is operated under the auspices of Leeds Trinity University's accreditation arrangements with the University of Leeds Doctoral College for research degree awards. This policy will be reviewed on an annual basis. Students studying for a research degree at Leeds Trinity University are registered here as students but their awards are conferred by the University of Leeds.

## **2.0 Philosophy and Rationale**

The purpose of the Admissions Policy is to facilitate the recruitment of students who have the ability, motivation and potential to benefit from their programmes of study and who will make a positive contribution to the life of Leeds Trinity University. All relevant evidence presented by candidates will be considered when assessing whether they meet these criteria. Leeds Trinity University is committed to the promotion of equality of opportunity and to providing fair access to all and as such will seek to ensure that the procedures are transparent and fair, and that the admissions criteria used are objective, explicit and consistently applied.

The Admissions Policy is compliant with relevant legislation and external requirements and admissions procedures take account of sectoral best practice including the UK Quality Code for Higher Education, Supporting Professionalism in Admissions' recommendations and the Equality Act 2010.

## **3.0 Principles**

All research degree programmes within Leeds Trinity University aim to recruit the highest caliber students, with all places awarded on merit and an assessment of the ability of the candidate to successfully complete a postgraduate research degree. Leeds Trinity University will treat all applicants fairly and not discriminate unlawfully on grounds of marital status or civil partnership, gender, gender re-assignment, race (including colour, nationality, national origin or ethnic origin) disability, pregnancy and/or parental status, sexual orientation, age, religion or belief, or political opinion.

## **4.0 Entry Criteria**

### **4.1 General Entry Requirements**

The typical entry requirements for postgraduate research study at Leeds Trinity University are:

- a Master's degree awarded by a UK university or a Master's degree from a non-UK institution deemed to be of equal standing to a UK Master's degree and/or a first

class or second upper class Bachelor degree award from a UK university or a degree from a non-UK institution deemed to be of equal standing to a UK degree, or

- a professional qualification recognised as equivalent to a degree, and
- other qualifications and experience that have demonstrated that the applicant can meet the challenges and demands of the programme (Leeds Trinity University's policy for Recognition of Prior Learning can be found on the website),

and

- at least two satisfactory written reports from academic referees. Verbal references will not be accepted.

and

- availability of appropriate supervision expertise and experience for the proposed project for the duration of the candidature

Criteria for entry to certain research degree areas may vary and applicants are advised to check with the relevant supervisors prior to applying. For example, fitness to practice issues may form a key component of the candidature that involves working with patients, vulnerable adults and children. Any variations of entry criteria would need to be satisfied before an offer a place can be made. In the interests of safety, prospective candidates intending to perform research involving vulnerable groups may need to fulfil certain health requirements or be subject to Disclosure and Barring Service (DBS) check, or other relevant checks.

## **4.2 Application Deadlines**

Applicants for studentships are required to apply before the relevant closing dates stated in the advertisement. Self-funded applicants can apply at any time. International applicants are advised to apply no later than the end of May in the year in which they wish to enrol, to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK

## **5.0 Recruitment and Selection Process**

### **5.1 Selection Process**

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 at Leeds Trinity University. Applicants for studentships will be shortlisted for interview based on the criteria outlined in Section 2.2.2 above, by a panel consisting of the Director of Postgraduate Research Studies, Director of Research, Proposed Supervisor and Head of School.

## **5.2 Interviewing**

All short-listed candidates (for studentships) and self-funded candidates are interviewed. This is to allow us to further assess the applicant's aptitude and potential. Applicants invited to interview will receive a letter of invitation from Leeds Trinity University to attend an interview on a specific date. We will do our best to accommodate requests for an alternative date.

Interviews will normally be conducted by the Director of Research (or equivalent Senior Academic), the Director of Postgraduate Research Studies and the Lead Supervisor. The interviews are designed to assess the relevance of any prior learning with particular emphasis on research skills, motivation and ability to complete the research degree and where appropriate English Language skills. Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis or via Skype, video conferencing or telephone particularly for overseas applicants.

Interviews will typically last thirty minutes.

## **5.3 Decision Making**

Offers are made after the University of Leeds accepts our recommendation through the Leeds Trinity University Director of Postgraduate Research Studies. Offers are made on the basis of the merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant research degree. Offers are made based on the information supplied on the application form and receipt of at least two satisfactory references, adequate interview performance and, if applicable and where required, proof of English Language ability as detailed in section 6.

## **5.4 Applicants with Disabilities or Special Educational Needs**

We are committed to providing equality of opportunity for all applicants and students and complying with our obligations under the Equality Act 2010.

All applicants with disabilities or special educational needs are encouraged to contact the Dyslexia and Disability Support coordinator to discuss any individual support needs, including in relation to the application and admissions processes, their desired course of study or our services, facilities and benefits. However, offers will be made on the basis of academic criteria and merit in the first instance.

Further information regarding our Dyslexia and Disability Support Service is accessible on the University's website and from the Dyslexia and Disability Support coordinator.

## **5.5 Applicants with a health-related issue or other mitigating circumstance**

This section deals with health-related issues, which are distinct from disability-related issues. Applicants with a health-related issue should contact the Director of

Postgraduate Research Studies 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 the grades they received in past examinations, then they are also welcome to contact the Director of Postgraduate Research Studies 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.

## **6.0 International (including EU) Students**

All applications from international students are considered in line with our standard entrance requirements. If English is not your first language proof of English Language proficiency will be required from a UK Home Office approved English language test. The minimum levels in approved tests for Leeds Trinity University are as follows:

IELTS (Academic) overall score of 6.5 with at least 6.0 in each component, although for some Departments/disciplines a higher level of language competence may be deemed necessary.

The University subscribes to the NARIC overseas qualifications advisory service. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the Leeds Trinity University Admissions Team directly

Leeds Trinity University is compliant with UKVI requirements in respect of sponsoring students to study in the UK. Applicants who are already in the UK under other immigration leave are required to provide the University with valid leave documents.

Further information for prospective international applicants can be found on the Leeds Trinity University website <http://www.leedstrinity.ac.uk/international>.

## **7.0 Legal and Professional Requirements and Considerations**

### **7.1 Data Protection**

In accordance with the Data Protection Act 1998, Leeds Trinity University is committed to ensuring that the data held about individuals is processed fairly and lawfully, and that it is held for specified purposes only. Confidentiality will be respected and all appropriate security measures will be taken to prevent unauthorised disclosure

### **7.2 Equality & Diversity**

Leeds Trinity University welcomes applications from all backgrounds. Admissions practice and procedures will be in accordance with the Equality Act 2010 and the Leeds Trinity University Equality and Diversity Policy.

### **7.3 Age Legislation**

In line with the Equality Act 2010, Leeds Trinity University is committed to ensuring that applicants are not discriminated against on the basis of age but it is recognised that it is necessary to make special provisions for younger applicants to protect their safety and welfare. As such, there is no upper age limit on entry to most of our programmes; however applicants must normally be 18 years or older at the start of their course. Leeds Trinity University will do everything it reasonably can to cater for younger applicants (under 18) ensuring that the appropriate safeguarding measures can be in place before any offer of a place is made.

### **7.4 Applicants with declared Criminal Convictions**

The university will consider whether to admit an applicant to ensure that they would not constitute an unreasonable risk to its staff, students, its property or members of the public making use of its facilities. Consequently, it requires all applicants to declare whether they have a criminal conviction.

[Please refer to the University Criminal Convictions Policy](#)

## **8.0 Feedback and Complaints**

Any applicant may make a complaint about the operation of the admissions process in accordance with the Leeds Trinity University Applicants Feedback and Complaints Procedure, however an Applicant may not appeal against an admissions decision. Applicants will be advised of this right in the prospectus and on the website. [The Applicant Feedback and Complaints Procedure is published on the Leeds Trinity University website](#)

## **9.0 Review**

Leeds Trinity University's Academic Board and University of Leeds' Graduate Board review the Postgraduate Research Admissions Policy on an annual basis.

The operation of the Admissions policy is also monitored via the Research Degrees Sub-Committee and the Research and Knowledge Exchange Committee.

