This document outlines the School of Mathematics Undergraduate Admissions Policy for applications received during the 2010-2011 cycle. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2011 University of Leeds Undergraduate Admissions Policy

www.leeds.ac.uk/downloads/file/329/undergraduate_admissions_policy_2011

and should be considered alongside that document. This policy will be reviewed on an annual basis.

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

- Mathematics (G100)
- Mathematics with Finance (G1N3)
- Actuarial Mathematics (NG31)
- Mathematics and Statistics (GG13)
- Mathematical Studies (G150)

The following Joint Honours programmes will be 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)

but offers for these degrees will be issued by the Centre for Joint Honours, and they have different entry requirements to the Single Honours degrees. Only some aspects of this policy apply to these degrees.

APPLICATION PROCESS

1. UCAS process

All undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com). The School of Mathematics will normally accept applications after the initial UCAS closing date and does normally participate in the UCAS Extra scheme.

2. Access to Leeds 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 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 Access to Leeds 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 below their standard offer, and is conditional upon successfully completing the Access to Leeds module. Access to Leeds 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 www.leeds.ac.uk/ace/access/access.htm.

3. Deferred applications/ Gap-Year

The School of Mathematics welcomes applications for deferred entry, for applicants who wish to take 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. 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.

6. Joint Honours applications

There are a wide range of Joint Honours programmes which include mathematics as a component.

Please refer to the Centre for Joint Honours Admissions Policy 2010-11 for further information.

7. Applications from minors and vulnerable persons

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

8. 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 www.leeds.ac.uk/international

For queries specific to mathematics, or mathematical qualifications, please contact the Admissions Tutor or see www.maths.leeds.ac.uk/admissions

9. Mature students

The School of Mathematics 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.

Any queries which relate directly to mathematics, or mathematical qualifications, should be directed to the Admissions Tutor for Mathematics.

10. 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 UG study.

Support is available through the Lifelong Learning Centre (LLC) for those wishing to study part-time on undergraduate programmes. 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.

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

11. Disabled applicants

The School of Mathematics welcomes applications from disabled people. In line with the University’s obligations under the Disability Discrimination Act (see Note), disabled applicants will not be treated less favourably than other applicants are, or would be, treated. The School of Mathematics 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 School will also strive to be proactive in ensuring that our admissions process and any related events (for example, School open days) are as accessible as possible.

In line with the Disability Discrimination Act, the School 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 School directly to discuss any support or adjustments they may require and contact details can be found at the end of this document.

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.

Note. 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.

12. 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 (see Note) 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 ill-health, or 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 and the School will aim to be flexible and take such issues into account.

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 affective 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 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.

Note. 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.

ADMISSIONS INTAKE

13. Admissions intake

The intake across the four programmes in the School of Mathematics through UCAS is typically 140-170 home students, including mature students and those from the European Union. International fee-paying students are considered in addition to this figure.

14. Competition for places

Programmes within the School of Mathematics are very popular. In 2009/10 we received approximately 1000 applications for the places available. Most of our successful applicants have an excellent academic record, typically A in A-level mathematics and AA or AB in two other A-levels.

SELECTION PROCESS

15. 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 School of Mathematics.

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 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.

16. 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.

The most important requirement is a high level of achievement at Mathematics A-level, or equivalent. Further Mathematics at A-level or AS-level is desirable, but not essential.
For the Single Honours mathematics degrees our typical offer for applicants holding or taking three A-levels, including Mathematics, is as follows:

(i) A in A-level Mathematics and AB in two other A-levels.

There are additional alternative offers for students taking Further Mathematics at A-level or AS-level (which only require two A-levels) as follows:

(ii) A in A-level Mathematics and A in A-level Further Mathematics, or


Apart from Mathematics and Further Mathematics, all A-levels are treated equally, including General Studies and Critical Thinking.

In addition, there are 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 non-A-level qualifications, those transferring internally or externally from other courses, etc., are dealt with on a case-by-case basis. Some examples of typical offers are:

- International Baccalaureate: 34 points including 6 in Mathematics at higher level.
- BTEC: only acceptable in combination with other qualifications, including grade A in A-level Mathematics, or equivalent.
- Access to Higher Education Diploma: normally only acceptable in combination with grade A in A-level Mathematics, or equivalent.
- Advanced Diploma: grade A in the principal and generic learning element, and in addition, grade A in A-level Mathematics.
- Cambridge Pre-U: grade D3 in Mathematics, and M1 and M2 in the two other principal subjects, or as an alternative, at least D3 and M1, in either order, in Mathematics and Further Mathematics.

Further examples of typical offers including European and international qualifications are listed on the website www.maths.leeds.ac.uk/admissions

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

17. Personal statement advice
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.

Things we might look for in the personal statement include 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.

18. Interviews

In the vast majority of cases an interview is not required. However, in non-standard cases, an interview may be required before an offer can be made, or an offer may be conditional on a satisfactory interview.

On some Post-Application Visit Afternoons, applicants may be offered an interview with a member of the academic staff. However, normally such applicants will have already received an offer, and the interview is only intended as a chance for the applicant to find out more about mathematics at Leeds.

19. 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. The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made.

UNSUCCESSFUL APPLICANTS

20. 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.

21. 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 the Chairman of the School of Mathematics, 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

22. 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.

In addition to these days, there are Open House events run by the School of Mathematics, also intended for prospective applicants rather than those who have already been made an offer.

23. Post-applicant days

Applicants holding offers are normally invited to attend a Post-Application Visit Afternoon. These are usually held between November and March.

Attendance at Post-Application Visit Afternoons is not compulsory and is not normally part of the selection process. The purpose of these visits 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.

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

SCHOLARSHIPS & FUNDING

24. 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/info/20012/your_finances

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

CONTACT DETAILS

25. 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.

Any queries which relate directly to mathematics, or mathematical qualifications, should be directed to the Admissions Tutor for Mathematics.

26. Post-application enquiries

Admissions enquiries specific to the School of Mathematics should be directed to the Admissions Tutor for Mathematics

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